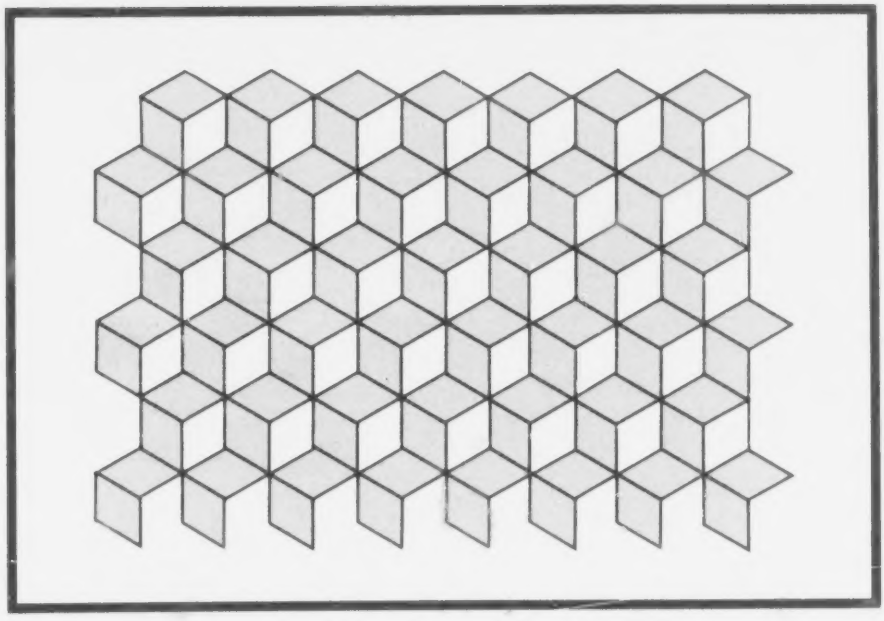
1984-85

AMS Office Salaries Directory



Salary and benefit information for
office personnel in
the United States and Canada

117 cities 5,304 companies 338,077 employees

AMS
38th Annual
Office Salaries Directory

Salary and Benefit Information
for office employees
in the
United States and Canada

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AMS Management Information Committee

Objectives:
To provide up-to-date information on various aspects of management through survey activities and to disseminate this data through appropriate society committees and members; and to make this information available to other professional organizations, managers and educators.

The AMS salary survey data shall reveal trends and the going job rate for comparable jobs in the business community. This does not include starting hire rates or salary ranges.

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Introduction

The AMS Management Information Committee is pleased to present the results of the 38th annual salary survey of office employees. This survey is made possible through the cooperation of the vast network of AMS chapters throughout the United States and Canada.

Input has been provided by AMS member and non-member companies in the areas of local AMS chapters. All major cities are represented.

The findings give salary and benefit information for 20 key "benchmark" positions considered to be the most common for all types and sizes of companies. The jobs surveyed include 18 clerical and two word processing positions.

This directory reports weekly salary data in effect on January 12, 1984, covering 338,077 office employees in 5,304 companies in 117 cities in North America.

For each job the data includes the weighted average of weekly salaries paid, number of employees reported, number of companies reporting and the three quartile rates – first, third and median.

The quartile rates are a good indication of frequency distribution in the upper and lower range of salaries. See "Guide to Use of Survey Data" for details on the development of these figures.

Corollary information highlights latest trends in company policies on hours of work, paid vacations, holidays and unionization. Data outlines benefits provided to employees and company policies in payment of group life insurance, major medical plans, hospitalization, long-term disability, dental insurance and optical care.

The *1984-85 AMS Office Salaries Directory* is sent without charge to participating member and non-member companies.

All AMS chapters that participated in this survey are provided with detailed salary and benefit information for publication of a local salary report. In many chapters these local reports are available and include salary information by type of business.

We welcome your comments regarding the format of this survey, the positions included, and other suggestions that will make the directory a more effective management tool for determining fair, competitive salaries, personnel policies and benefits for your employees.

Map of AMS Chapters in United States and Canada

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1 Kitchener, ON
2 Norfolk, Virginia Beach, VA
3 Newark, East Orange, Summit, Clifton, Elizabeth, Morristown, NJ
4 Norristown, Ambler, King of Prussia, Harleysville, Langhorne, PA
5 Davenport, IA; Moline, E. Moline, Rock Island, IL
6 Raleigh, Durham, Henderson, NC
7 Stamford, Old Greenwich, Wilton, Danbury, Darien, CT
8 St. Charles, Owatonna, Mankato, MN
9 Grand Rapids, Big Rapids, Wyoming, Muskegon, Zeeland, MI

Guide To Use of Survey Data

FOR YOUR INFORMATION

This survey presents weekly salary data for 20 "benchmark" office positions found in all types of business and industry in over 117 cities throughout the United States and Canada.

TYPES OF BUSINESS

Five categories of business are represented in the survey: 1) Manufacturing/Processing; 2) Banking/Insurance/Financial; 3) Retail/Wholesale Sales and Distribution; 4) Government Agencies (all levels); 5) All Others – Utilities, Education, Medical, Employment, etc.

GEOGRAPHIC REGIONS

Salary data is included for all major cities and for seven geographic regions – Total United States; Eastern United States; East Central United States; West Central United States; Southern and Western United States, and Canada. As an additional service to users of the directory, a breakdown of salaries by type of business for the United States and the five regions in the United States is included.

SALARY DATA

In addition to the average weekly salary data for each of the positions in the survey, this report gives the first quartile, the median, the third quartile, the number of companies reporting and the number of employees reported. This data is given for all cities and for the five regions in the United States, total United States and Canada.

COROLLARY INFORMATION

The corollary information specifically identifies personnel policies and practices. Data are given on hours of work, paid holidays and vacations, unionization and company policies regarding payment of insurance benefits and pension plans.

VALIDITY OF FIGURES

Although rates were computed for all data reported, it should be recognized that small samples cannot produce meaningful mathematical measures. An audit procedure has been accomplished to delete samples that are not statistically sound. However, this data is accumulated and reported in the category "Total all Types of Business" and in regional and national totals.

USE OF THE SURVEY

The application of salary data and benefit information can serve the needs of AMS members and participating companies in many ways.

Some uses of the survey are:

1. Comparison of the company overall salary structure and/or specific jobs with community or area salaries, including a breakdown by type of business.
2. Comparison of company minimum rates with survey data. (See "Explanation of Statistics" and "Applying the Information.")
3. Checking for validity of company-evaluated job rankings where rankings deviate substantially from ranking in survey data.
4. Appraisal of "going" rates as the basis for establishing company salary ranges in a new formal job evaluation plan.
5. Comparison of current company practices and policies with the information in the survey, particularly in the area of benefits and corollary information.

EXPLANATION OF STATISTICS

All increments in the salary figures shown in the survey are rounded off to the midpoint rate. The four rates shown under summary data are explained as follows:

1. Average (Arithmetic Mean) – in computing the average (arithmetic mean) for each job, the total number of employees reported for each rate is multiplied by the rate. The results of each of these calculations are totaled and divided by the number of employees whose salaries are reported for the job.
2. Quartiles – A quartile is not an average – it is a measure of position. It is an actual salary at the particular quartile position. In certain distributions, there may not be a person's salary at the quartile dividing point, in which case interpolation and rounding are used to provide a whole dollar figure.

As contrasted to averages, quartiles are not affected by the high frequency of salaries at the extremes, either at the high or low end of a distribution. Because of this characteristic, quartiles present highly acceptable figures in salary surveys where job categories are subject to personal interpretation.

First Quartile – This is the actual weekly salary paid the employee whose salary is more than one quarter and less than three quarters of all the employees reported for the job.

Median – Second Quartile – This is the actual weekly salary of the middle employee in the distribution. Half of the employees reported earn more; the other half earn less. In a perfectly balanced distribution, the median salary will be the same figure as the average (arithmetic mean).

Generally speaking, when a substantial number of salaries are reported for a job and they have been placed in the correct classification (close conformance to position description), these two figures, the median and average, will be close.

Third Quartile – This is the actual weekly salary paid the employee whose salary is more than three quarters of all the employees reported for the job.

The salaries at the First and Third Quartile show the limits of the middle 50% of employees reported. Some refer to the spread between these salaries as an "effective salary range" for the job because the salaries at the extremes are disregarded.

APPLYING THE INFORMATION

Salary surveys must be used with great caution. A considerable amount of judgment is required in interpreting and evaluating jobs and salaries reported in the survey and making comparisons with your company.

The job descriptions used in the questionnaire are basic. They are designed to enable the respondents to include a good sample of employees with similar duties. Therefore, you should not expect the salaries in your company to be the same as the survey figures. Each of your job descriptions should be carefully compared to the most similar one in the survey.

The rates paid do not include bonus pay. Employees are not included who are normally considered to be supervisors, who are part-time workers or trainees, or whose job is unusual or non-standard.

Other factors to be considered when making comparisons are the company location (ease of access), availability of applicants, working conditions, benefit programs, etc.

Non-supervisory office workers do not usually move from city to city for better pay. It follows, then, that you are only competing for this type of employee with other firms in your own city or industrial area. Many of these workers are not bound by industry lines so that you should consider the rates paid by all types of business in your area.

LOCAL CHAPTER REPORTS

All the AMS chapters participating in the survey are provided with information for the publication of a local salary survey report. These reports include detailed salary data for the five types of business covered by the survey, and also corollary information. In most chapters, these local reports are available to non-members on a purchase basis. If non-members require this type of information, they may contact the AMS International Headquarters at Willow Grove, Pennsylvania, to inquire about the availability of such reports.

Position Titles and Descriptions

A WORD PROCESSING OPERATOR – Uses word processing equipment to input, edit, customize, and deliver medium-to-complex typed documents with established quality and time standards. Proofreads and edits own work. Incumbent is familiar with department terminology and company practices. Equipment includes the use of microprocessor-based, standalone, or shared-logic word processing systems utilizing a CRT screen. I.E., Xerox 850-86, Wang, Lanier, Vydec, Redactron, etc. May also perform general secretarial duties.

B LEAD WORD PROCESSING OPERATOR – Utilizes full scope of equipment capabilities to produce and revise complicated documents, such as lengthy technical and statistical reports from complex source information, including the retrieval of text and data. Leads the activities of lower-level operators.

C ACCOUNTING CLERK - LEVEL B – Checks, verifies and posts journal vouchers, accounts payable vouchers, payroll, or other simple accounting data of a recurring or standard nature.

D ACCOUNTING CLERK - LEVEL A – Maintains a complete set of accounting records in a small office, or handles one phase of accounting in a larger unit which requires the accounting training needed to determine proper accounting entries; reconciles entries, prepares accounting reports, analyzes accounting records to determine causes of results shown, etc. May direct work of junior clerks or bookkeepers (excludes supervisors). May include accounts payable clerk, payroll clerk, etc.

E GENERAL CLERK - LEVEL B – Performs basic office or clerical duties on short assignments and tasks which are highly structured in accordance with established procedures. This is a higher-level position than a file clerk involving a variety of routine and semi-routine duties.

F GENERAL CLERK - LEVEL A – Performs diverse clerical tasks requiring some analysis, judgment and a detailed knowledge of departments and/or company policies and procedures dealing with the incumbent's area of responsibility, such as claims operations, etc. Duties may require proficiency with one or more types of operational office equipment, such as CRT. Minimum supervision required.

G FILE CLERK – Performs general alphabetical and numeric filing, sorting and cross referencing. Locates and removes material upon request and keeps records of its disposition. Maintains and updates files according to an established system. May deliver files, copy material from files, and purge out-dated materials.

H MAIL CLERK – Sorts incoming mail for distribution and dispatches outgoing mail. Opens envelopes by hand or with letter-opening machine. May stamp date and time of receipt on incoming mail. Sorts mail according to destination and type, such as returned letters, adjustments, bills, orders and payments. Readdresses undeliverable mail bearing insufficient or incorrect address. Examines outgoing mail for appearance and seals envelopes by hand or with envelope-sealing machine. Stamps outgoing mail by hand or with postage meter. May distribute and collect mail. Sorts outgoing mail according to destination and type of delivery.

I SHIPPING/RECEIVING CLERK – Responsible for performing manual and clerical duties related to the receipt and shipment of goods: (1) Receives equipment, materials and supplies, verifies the items against the record of shipment, examines their condition on arrival, unpacks items as necessary; (2) Verifies, counts and prepares items for shipments according to specifications and the transportation method used. Maintains records and processes paperwork for goods received and shipped according to established procedures.

J PURCHASING CLERK – Compiles information and records to draw up purchase orders for procurement of material. Verifies nomenclature and specifications of purchase requests. Searches inventory records of warehouse to determine if material on hand is in sufficient quantity. Consults catalogs and interviews salespersons to obtain prices and specifications. Types or writes invitation-of-bid forms and mails forms to supplier firms. Writes or types purchase order and sends copy to supplier and department originating request. Compiles records, such as items purchased or transferred between departments, prices, deliveries, and inventories. Confers with suppliers concerning late deliveries. May compute total cost of items purchased, using calculating machine. May verify bills from suppliers with bids and purchase orders and approve for payment.

K PAYROLL CLERK – Prepares input for each payroll including salary adjustments, special payments, tax allocations, and employee deductions. Codes and maintains all time sheets. Prepares payroll bank deposits, and audits and balances payrolls. Assists in preparation and payment of payroll taxes. Prepares appropriate journal entries for expensing of salaries.

L CASHIER – Receives funds from customers and employees, disburses funds, and records monetary transactions incidental to conduct of business. Counts money to verify amounts and issues receipts for funds received. Issues change and cashes checks. Verifies balances. Endorses checks and lists, and totals cash and checks for bank deposit. Prepares bank deposit slips. Withdraws cash from bank accounts and keeps custody of cash fund. Disburses cash and writes vouchers and checks in payment of company expenditures. May prepare bank-reconciliation reports. Operates office machines, such as typewriter, calculating, bookkeeping, and checkwriting machines. Prepares cash reports.

M SECRETARY - LEVEL B – Performs a limited range of secretarial duties in a small company or for a supervisor in a larger firm. May take dictation and transcribe from notes or dictating equipment with speed and accuracy. Screens calls, makes appointments, handles travel arrangements, answers routine correspondence and maintains filing systems.

N SECRETARY - LEVEL A – Performs an unlimited range of secretarial duties for middle management personnel or more than one individual. Composes and/or takes and transcribes correspondence of a complex and confidential nature. Position requires a knowledge of company policy, procedure and above-average secretarial and administrative skills.

O EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT – Performs a full range of secretarial and administrative duties for high-level member of executive staff. Handles project-oriented duties and may be held accountable for the timely completion of these tasks. Relieves executive of routine administrative detail. Position requires an in-depth knowledge of company practice, structure and a high degree of technical skills.

P LEGAL SECRETARY – Performs an unlimited range of secretarial duties for one or more members of the firm, usually a junior, senior, or managing partner. Takes and transcribes dictation with a high degree of speed and accuracy. Position require knowledge of the specific legal terminology within the attorney's areas of specialization; i.e., litigation, probate, corporate, etc. May utilize word processing equipment.

Q SWITCHBOARD OPERATOR/RECEPTIONIST – Operates a call-director type telephone system, greets visitors, screens incoming calls and performs basic clerical tasks. May operate a multiple position console and keep records of calls and toll charges.

R CLERK TYPIST – Produces draft and/or finished typed copies of documents from a variety of originators. Form and content usually follow standard guidelines. May perform other clerical duties of minimum difficulty.

S CUSTOMER SERVICE REPRESENTATIVE – Provides guidance and assistance to customers in oral or written form regarding problems with accounts or merchandise. May use CRT to verify information. Duties include records search, investigating problems/complaints, policy interpretation, response preparation and adjustment, or correction of records. May also open new accounts or provide general information.

T PHOTOCOPY MACHINE OPERATOR – Operates and maintains photocopier (i.e. Xerox 9200), loads blank paper, inserts handwritten or typed originals and determines the proper selection of controls to obtain desired copies. Maintenance includes cleaning and performing minor repairs. Contacts service representative for major malfunctions.

Personnel Policies

In addition to the salary data reported in this survey, other information was gathered on current personnel policies and practices that should be considered. The results are summarized here.

HOURS OF WORK

In the United States, 64% of the companies reporting indicate they have a 40-hour work week; 17.4% indicate a 37½-hour work week; 10.4% work less than 37½ hours; 6.7% of the reporting companies work more than 37½ but less than 40 hours; less than 1% work over 40 hours and a few firms did not reply.

In the Eastern region of the United States, 41.4% of the reporting firms work less than 40 hours; in East Central U.S. 29.2% work less than 40 hours; in West Central U.S. 14% of respondents work less than 40 hours; in Southern U.S. 27 2% work less than 40 hours; and in the West 17.4% of the responding firms work less than 40 hours a week.

In Canada, 80.9% of the companies reporting indicate a work week of 37½ hours or less; 6.2% work over 37½ hours but less than 40 hours; 11.6% work 40 hours or more; a small percentage did not answer this question.

WORK WEEK SCHEDULES

This year questions in the survey covered three primary areas of work schedules including flextime programs, four-day work week and job sharing. In the United States, 18% of the respondents indicated they do have flextime programs in effect and indicate their employees work a five-day 40-hour week with five eight-hour days.

When asked about a four-day week, only 2% indicate their office employees work four days and 2% of the U.S. firms said they had job sharing programs.

In Canada, 16.3% of the reporting firms have flextime programs; only 2.2% have a four-day work week and less than 1% said they have job sharing programs.

HOLIDAYS

The trend to liberal holidays continues in both the United States and Canada. In the United States this year, 33.2% of the reporting companies give employees 11 or more paid holidays; 23% grant 10 paid holidays; 16.2% grant nine paid holidays; 11.6% give eight paid holidays; 8.2% give seven paid holidays, and 6.3% grant six paid holidays; a small percentage did not report on holidays.

In Canada this year, 82.7% of the respondents give employees 10 or more paid holidays; 12.3% give nine paid holidays; 3% report eight or less paid holidays; a small percentage of firms did not answer this question.

UNIONIZATION

In the United States this year, 93% of the reporting companies do not have an office union; 4.3% report that part of their employees are unionized; only 2% report that they have an office union, and a few did not answer the question.

In Canada, 78.2% of the responding firms are not unionized; 12.9% report that part of their employees are unionized; 7.4% report a union; a few firms did not answer.

VACATIONS

Highlights of vacation policies in the United States this year indicate that 48% of the companies in the survey give employees one week paid vacation after six months of service; 74.5% of the respondents give two weeks of paid vacation after one year of service; 44.2% give employees three weeks after five years of service. A number of firms (32.8%) report a policy of three weeks after 10 years of service and 34.5% give four weeks paid vacation after 15 years of service.

In Canada, 45.5% of the respondents give one week paid vacation after six months of service; 67% give two weeks paid vacation after one year; 37.7% give three weeks after five years and 47.4% give employees four weeks paid vacation after ten years of service.

Benefit Information and Policies on Salary Administration

This year all participating companies were asked to report on a variety of benefits provided to office employees and company policies on payment of these benefits.

	PERCENT REPORTED						
	TOTAL U.S.	EASTERN U.S.	EAST CENTRAL U.S.	WEST CENTRAL U.S.	SOUTHERN U.S.	WESTERN U.S.	TOTAL CANADA
PENSION PLAN							
Paid by Company in Full	67.2	69.7	69.7	64.6	66.5	62.7	22.2
Paid by Employee in Full	0.6	0.5	0.5	0.8	0.8	0.4	3.0
Company/Employee Share Cost	13.3	11.1	15.4	14.4	14.3	11.9	59.4
No Response	18.9	18.7	14.4	20.2	18.4	25.0	15.4
GROUP LIFE INSURANCE							
Paid by Company in Full	68.7	71.5	71.8	68.2	62.5	68.6	62.8
Paid by Employee in Full	1.6	1.8	1.4	1.0	2.1	2.1	1.8
Company/Employee Share Cost	25.3	21.5	23.2	26.7	31.8	23.7	30.2
No Response	4.4	5.2	3.6	4.1	3.6	5.6	5.2
HOSPITALIZATION							
Paid by Company in Full	52.5	57.2	54.8	43.8	49.5	57.2	52.9
Paid by Employee in Full	0.4	0.3	0.4	0.3	0.6	0.6	5.0
Company/Employee Share Cost	42.7	39.0	40.9	51.4	45.2	36.2	24.3
No Response	4.4	3.5	3.9	4.5	4.7	6.0	17.8
SURGICAL BENEFITS							
Paid by Company in Full	51.2	56.1	53.1	42.4	47.2	56.4	48.9
Paid by Employee in Full	0.4	0.5	0.4	0.3	0.5	0.6	2.2
Company/Employee Share Cost	42.0	38.4	41.2	50.2	44.0	35.9	17.5
No Response	6.4	5.0	5.3	7.1	8.3	7.1	31.4
MAJOR MEDICAL							
Paid by Company in Full	51.5	55.8	52.3	43.7	48.6	56.8	57.5
Paid by Employee in Full	0.7	0.6	0.9	0.3	0.8	1.2	1.8
Company/Employee Share Cost	42.5	39.3	41.0	50.3	43.9	37.9	22.5
No Response	5.3	4.3	5.8	5.7	6.7	4.1	18.2
LONG-TERM DISABILITY							
Paid by Company in Full	48.7	51.5	49.4	50.1	45.4	44.9	43.1
Paid by Employee in Full	9.1	9.1	8.7	8.6	9.1	10.5	16.0
Company/Employee Share Cost	21.0	18.6	21.8	20.5	24.0	20.0	24.6
No Response	21.2	20.7	20.1	20.8	21.5	24.6	16.3
DENTAL INSURANCE							
Paid by Company in Full	34.5	35.5	36.1	30.7	26.1	30.0	56.0
Paid by Employee in Full	2.3	1.7	1.5	2.4	4.1	2.0	0.4
Company/Employee Share Cost	25.2	21.5	24.9	30.3	25.2	26.2	24.6
No Response	38.0	41.3	37.5	36.6	44.6	21.8	19.0
OPTICAL CARE							
Paid by Company in Full	7.9	7.3	8.3	5.0	5.2	17.6	27.0
Paid by Employee in Full	4.5	3.8	3.5	5.4	5.2	4.7	1.9
Company/Employee Share Cost	5.3	3.8	5.0	7.7	3.8	8.4	8.3
No Response	82.3	85.1	83.2	81.9	85.8	69.3	62.8

The following are other general benefits and salary administration policies.

Job Evaluation Plan	59.7	58.7	58.6	59.2	63.3	58.0	49.2
Merit Rating Plan	62.0	62.3	66.3	58.0	65.0	56.1	45.2
Salary Progression Based on Seniority	12.2	10.2	14.7	11.8	12.5	13.1	19.0
Salary Incentive Plan	7.4	6.0	4.6	7.5	9.1	10.9	5.2
Suggestion Plan	19.3	19.6	19.6	18.0	20.6	17.8	12.6
Individual Retirement Accts. (IRAs)	21.1	21.0	20.6	22.7	23.2	16.0	0.0
Bonus Payments to Individuals	29.0	30.0	27.2	26.3	28.6	32.6	19.4
Employee Savings/Thrift Plan	36.0	38.4	33.7	34.8	38.8	30.7	11.7

Highlights – International Salary Data
United States and Canada

The weekly salary rates reported here are based on salaries in effect on January 12, 1984. Salary data is given for 338,077 employees from 5,304 companies in 117 cities throughout United States and Canada.

In the United States, the average weekly salary for the 20 positions in the survey is $270.00, an increase of $8.00 or 3.1% over last year's figure of $262.00. These figures are weighted by the number of employees reported for each position.

In Canada, the average weekly salary for the 20 positions is C$344.00, an increase of $19.00 or 5.8% over last year's figure of C$325.00. These figures, weighted by the number of employees for each position, are presented in Canadian funds. (Salaries for Montreal and Toronto are not included in this tabulation.)

Executive Secretaries/Administrative Assistants in both countries receive the highest weekly salaries of all the employees in the survey, earning an average of $357.00 in the United States and C$407.00 in Canada.

In the United States, the lowest paid employees in the survey are file clerks, earning $204.00 a week. In Canada, the lowest paid employees in the survey are mail clerks, receiving C$259.00 a week.

The figures below indicate the percentage of increase in weekly salaries over last year's rates. In some cases, a change in the mix of participants from year to year will cause what appears to be anomalies or inconsistencies in some of the results.

	UNITED STATES			CANADA*		
POSITION	1983	1984	% of Increase	1983	1984	% of Increase
Word Processing Operator	$253.00	$265.00	4.7%	$316.00	$342.00	8.2%
Lead Word Processing Operator	289.00	304.00	5.2%	361.00	394.00	9.1%
Accounting Clerk - Level B	241.00	253.00	5.0%	295.00	331.00	12.2%
Accounting Clerk - Level A	286.00	295.00	3.1%	358.00	397.00	10.9%
General Clerk - Level B	224.00	231.00	3.1%	281.00	316.00	12.5%
General Clerk - Level A	258.00	265.00	2.7%	340.00	352.00	3.5%
File Clerk	195.00	204.00	4.6%	274.00	284.00	3.6%
Mail Clerk	209.00	218.00	4.3%	256.00	259.00	1.2%
Shipping/Receiving Clerk	283.00	276.00	-2.5%**	320.00	358.00	11.9%
Purchasing Clerk	277.00	274.00	-1.1%**	349.00	376.00	7.7%
Payroll Clerk	274.00	293.00	6.9%	338.00	358.00	5.9%
Cashier	222.00	224.00	0.9%	331.00	337.00	1.8%
Secretary - Level B	259.00	264.00	1.9%	311.00	339.00	9.0%
Secretary - Level A	290.00	305.00	5.2%	357.00	379.00	6.2%
Exec. Secretary/Administrative Asst.	339.00	357.00	5.3%	392.00	407.00	3.8%
Legal Secretary	301.00	315.00	4.7%	387.00	370.00	-4.4%**
Switchboard Operator/Receptionist	233.00	240.00	3.0%	297.00	302.00	1.7%
Clerk Typist	223.00	238.00	6.7%	271.00	300.00	10.7%
Customer Service Representative	307.00	306.00	-0.3%**	360.00	358.00	-0.6%**
Photocopy Machine Operator	239.00	249.00	4.2%	257.00	308.00	19.8%

*Salaries reported in Canadian funds.
**Decrease

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

TOTAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	265	304	253	295	231	265	204	218	276	274	293	224	264	305	357	315	240	238	306	249
FIRST QUARTILE	231	251	211	251	191	221	173	183	221	231	251	191	221	261	301	251	201	201	241	221
MEDIAN	261	291	241	281	221	251	201	211	261	251	281	211	261	301	338	301	231	231	281	241
THIRD QUARTILE	291	338	281	338	251	291	221	241	316	316	316	251	291	338	426	363	271	261	363	251
NO. COMPANIES	1608	978	2454	2692	1930	2260	1309	1829	1333	1410	1873	893	2189	2789	2789	505	2786	1457	1453	617
NO. EMPLOYEES	7730	2423	13558	12894	31666	35884	9495	5869	4326	3805	4988	7558	30468	35200	15406	3028	5576	18952	15343	2330

CANADA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	342	394	331	397	316	352	284	259	358	376	358	337	339	379	407	370	302	300	358	308
FIRST QUARTILE	316	338	291	338	291	301	251	231	316	316	316	281	301	338	363	338	271	271	301	261
MEDIAN	338	388	338	426	316	338	281	231	363	363	363	316	338	363	426	388	316	301	338	316
THIRD QUARTILE	388	476	388	426	363	388	316	281	388	426	426	388	388	426	476	388	338	338	426	338
NO. COMPANIES	83	53	178	208	150	176	75	90	78	103	152	50	138	186	183	25	233	119	81	34
NO. EMPLOYEES	389	141	900	930	1819	1440	357	413	305	150	239	330	1000	1204	704	219	431	811	426	53

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

EASTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	312	257	299	236	266	207	222	282	295	295	223	270	315	367	352	243	242	316	253
FIRST QUARTILE	221	271	211	251	201	221	173	191	221	241	261	191	241	271	316	281	211	211	241	211
MEDIAN	261	301	251	291	231	261	201	211	271	281	291	211	271	316	363	338	231	241	291	241
THIRD QUARTILE	291	338	291	338	261	291	231	241	316	338	316	251	301	363	426	426	271	261	363	281
NO. COMPANIES	424		712		538		352		364		530		608		800		766		470	
		251		771		649		507		421		211		804		143		422		185
NO. EMPLOYEES	2362		3850		7442		2032		1115		1520		8432		4671		1405		5095	
		553		3546		11619		1696		757		1772		11326		688		6090		413

EAST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	268	308	258	301	245	284	205	226	278	297	300	213	281	321	372	325	247	229	305	264
FIRST QUARTILE	231	261	221	261	201	241	178	183	231	241	251	173	251	271	316	281	211	201	241	221
MEDIAN	261	301	251	291	231	281	201	211	271	291	291	201	281	316	363	316	241	221	281	251
THIRD QUARTILE	301	338	281	338	271	316	231	251	316	316	338	231	316	363	426	363	281	251	363	301
NO. COMPANIES	307		483		392		263		275		405		442		536		550		287	
		187		544		443		360		296		196		559		93		308		132
NO. EMPLOYEES	1194		2340		6991		1733		875		825		5758		2924		1054		2504	
		402		2509		6653		1123		630		1618		6399		561		2260		284

WEST CENTRAL UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	251	284	250	287	215	251	193	209	276	287	290	217	258	290	343	301	233	226	296	252
FIRST QUARTILE	221	241	211	241	191	211	163	173	211	231	241	178	221	251	291	241	201	191	241	201
MEDIAN	241	271	241	281	211	241	183	201	251	271	271	211	251	281	338	291	221	211	291	231
THIRD QUARTILE	281	316	271	316	231	271	211	231	316	338	316	241	281	316	388	338	261	241	338	291
NO. COMPANIES	327	204	467	505	354	433	265	355	260	248	323	198	428	526	516	103	529	270	261	114
NO. EMPLOYEES	1316	422	2455	2255	4697	5312	1640	944	709	418	622	1028	5175	4842	2355	259	1071	2928	1930	203

SOUTHERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261	290	242	283	226	262	199	208	263	277	285	219	252	289	339	300	236	228	288	236
FIRST QUARTILE	231	241	201	241	191	221	168	178	201	241	251	191	211	251	291	261	201	201	241	191
MEDIAN	261	291	231	271	221	251	191	201	251	271	271	211	241	281	338	301	221	221	261	231
THIRD QUARTILE	281	316	261	316	251	281	231	231	301	301	316	241	281	316	388	338	261	251	338	271
NO. COMPANIES	357	213	530	569	436	482	283	429	299	304	428	206	495	631	627	112	624	321	290	129
NO. EMPLOYEES	1927	648	3558	3249	8962	8302	1900	1505	1204	737	1616	1508	7933	9192	4078	661	1386	4468	4208	254

WESTERN UNITED STATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	335	267	320	227	258	213	236	298	243	305	246	257	311	366	293	244	261	335	246
FIRST QUARTILE	251	251	231	271	191	221	191	201	231	221	251	211	211	251	316	231	211	201	261	221
MEDIAN	281	316	251	316	221	241	211	231	271	231	281	241	241	291	363	251	241	241	316	231
THIRD QUARTILE	338	426	301	363	251	271	221	251	338	251	338	271	291	363	426	338	271	338	426	251
NO. COMPANIES	193	123	262	303	210	253	146	178	135	141	187	82	216	269	310	54	317	136	145	57
NO. EMPLOYEES	931	398	1355	1335	3574	3998	2190	601	423	1263	405	1632	3170	3441	1378	859	660	3206	1606	1176

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

Total U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	288	346	266	316	251	299	233	246	291	293	303	309	293	333	382	363	255	248	313	302
FIRST QUARTILE	241	291	221	261	211	251	191	201	241	24	251	251	251	281	338	316	221	211	251	231
MEDIAN	281	338	251	301	241	281	221	231	281	281	291	291	281	316	388	363	251	241	301	271
THIRD QUARTILE	316	388	291	363	281	338	251	271	338	338	338	363	316	363	426	426	281	271	363	388
NO. COMPANIES	369	197	857	941	642	783	283	478	489	627	720	165	674	930	890	95	930	408	552	146
NO. EMPLOYEES	1211	493	3103	1406	3710	5456	710	936	1373	1042	1258	223	5133	8795	4012	219	1253	1478	2359	305

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	250	278	229	274	219	245	187	197	226	271	276	212	254	296	349	307	225	208	260	226
FIRST QUARTILE	211	241	201	241	186	211	163	173	191	221	231	183	221	261	301	271	201	183	231	191
MEDIAN	241	271	221	271	201	241	183	191	211	261	271	201	251	291	338	301	221	201	251	221
THIRD QUARTILE	281	301	251	301	231	271	201	211	251	301	301	231	281	338	388	338	251	221	291	251
NO. COMPANIES	468	312	401	514	453	496	489	526	544	210	331	220	474	577	598	161	586	400	384	145
NO. EMPLOYEES	2063	765	2828	3039	9684	13323	3754	2049	5431	301	597	5151	5433	6773	2981	422	1011	3558	6272	264

RETAIL/WHOLESALE SALES AND DISTR.

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	262	310	238	270	256	300	194	214	275	283	276	200	275	306	356	327	232	227	264	266
FIRST QUARTILE	241	281	201	251	201	221	168	183	221	231	231	135	221	261	301	291	201	191	201	221
MEDIAN	261	301	231	281	251	271	191	211	281	281	261	178	261	291	338	316	231	211	251	261
THIRD QUARTILE	281	363	271	301	281	316	211	231	316	316	301	241	316	338	426	388	251	241	316	301
NO. COMPANIES	102	50	255	264	200	245	122	139	157	143	161	87	152	225	237	23	279	95	150	25
NO. EMPLOYEES	466	135	1780	1146	2499	2322	298	372	718	436	396	339	749	1436	868	56	433	287	743	79

GOVERNMENT AGENCIES (ALL LEVELS)

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	247	282	253	291	220	254	208	229	249	249	287	264	246	273	325	267	224	242	311	237
FIRST QUARTILE	231	251	221	251	191	221	191	201	211	221	261	231	211	241	291	231	201	201	251	221
MEDIAN	251	261	251	281	221	251	261	231	241	241	281	271	241	261	316	251	221	231	316	231
THIRD QUARTILE	261	316	271	316	241	281	231	241	281	251	316	291	271	301	338	291	241	261	363	251
NO. COMPANIES	85	54	123	138	106	116	46	86	67	80	101	86	134	158	142	55	105	106	34	39
NO. EMPLOYEES	1614	320	1699	1716	7445	6854	2578	578	456	1429	1187	651	7349	6500	2261	779	520	8367	640	1163

ALL OTHER TYPES OF BUSINESS*

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	313	266	304	248	281	221	225	293	292	299	248	267	308	355	333	244	249	363	255
FIRST QUARTILE	231	261	221	251	201	231	183	191	221	241	251	201	231	261	301	271	211	211	281	201
MEDIAN	271	301	251	291	241	271	211	221	261	281	301	241	261	301	363	316	231	251	363	241
THIRD QUARTILE	316	363	316	338	281	316	251	251	363	338	316	281	301	363	426	388	271	291	476	291
NO. COMPANIES	584	365	738	835	529	620	369	600	376	350	560	335	755	899	922	171	886	448	333	262
NO. EMPLOYEES	2376	710	4148	3587	8328	8029	2155	1934	1236	597	1550	1194	11804	11786	5284	1552	2359	5252	5329	519

*(Utilities, Ed., Med., Emp., etc.)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

Eastern U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	294	335	270	321	250	294	240	249	298	291	300	322	290	331	383	361	256	249	342	267
FIRST QUARTILE	251	301	231	261	211	251	201	211	251	241	251	261	261	291	338	316	221	221	251	211
MEDIAN	281	338	261	316	241	281	221	231	291	281	281	316	281	338	388	338	251	251	301	251
THIRD QUARTILE	316	388	301	363	281	316	261	271	338	338	338	363	316	363	426	388	281	271	363	291
NO. COMPANIES	134	66	330	354	220	292	115	174	178	248	259	57	250	349	342	46	335	159	248	58
NO. EMPLOYEES	548	166	1108	1185	1271	1988	268	392	558	408	447	74	2103	3341	1568	113	442	631	1031	93

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	284	230	272	212	243	182	202	225	278	271	205	253	307	359	331	224	210	255	219
FIRST QUARTILE	211	251	201	231	191	211	163	173	191	231	231	183	231	271	301	281	201	191	221	191
MEDIAN	251	281	221	271	211	231	178	191	221	271	261	201	251	291	338	338	221	211	241	211
THIRD QUARTILE	271	316	261	316	231	271	191	221	251	316	301	221	271	338	426	363	241	221	281	241
NO. COMPANIES	105	82	113	120	111	116	112	119	50	41	73	41	107	138	138	32	139	107	94	40
NO. EMPLOYEES	537	202	795	747	2636	5089	846	531	118	73	151	1221	1644	2482	877	104	239	1290	1931	77

RETAIL/WHOLESALE SALES AND DISTR.

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	245	287	213	258	211	240	186	207	287	272	262	222	250	294	344	-	233	217	271	246
FIRST QUARTILE	211	241	178	211	191	201	158	191	191	231	211	178	211	251	291	-	191	183	211	211
MEDIAN	241	261	211	261	201	241	183	211	281	261	261	211	241	281	316	-	211	211	261	271
THIRD QUARTILE	271	301	231	281	221	261	201	211	338	301	301	241	271	301	388	-	251	241	363	271
NO. COMPANIES	28	11	60	56	47	58	30	34	30	28	33	18	38	59	57	-	62	21	36	5
NO. EMPLOYEES	65	12	253	207	413	416	73	111	117	58	83	71	163	275	205	-	91	66	254	12

GOVERNMENT AGENCIES (ALL LEVELS)

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	240	-	242	279	227	262	228	234	278	330	293	276	268	274	346	300	222	234	-	285
FIRST QUARTILE	211	-	231	251	221	241	191	191	221	281	281	271	251	241	316	271	221	221	-	281
MEDIAN	241	-	241	281	221	271	191	241	241	338	291	281	281	281	338	281	231	231	-	291
THIRD QUARTILE	271	-	261	291	241	291	231	251	301	363	316	291	301	316	363	338	231	251	-	301
NO. COMPANIES	10	-	13	18	12	15	6	8	9	11	15	11	12	18	16	8	10	14	-	5
NO. EMPLOYEES	611	-	382	501	618	1761	39	53	52	53	142	156	1196	1171	334	70	97	1934	-	40

ALL OTHER TYPES OF BUSINESS*

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	275	324	276	313	261	297	224	223	272	307	301	253	267	319	363	366	246	266	392	253
FIRST QUARTILE	231	271	231	261	231	241	201	191	221	251	271	201	231	271	316	291	211	251	301	211
MEDIAN	271	316	281	301	261	291	221	221	261	291	316	241	271	316	363	363	241	271	476	241
THIRD QUARTILE	301	363	316	363	281	316	261	241	291	338	316	301	301	363	426	426	271	291	476	281
NO. COMPANIES	147	88	196	223	148	168	89	172	97	93	150	84	201	240	247	49	220	121	90	77
NO. EMPLOYEES	601	165	1312	906	2504	2365	806	609	270	165	697	250	3326	4057	1687	392	536	2169	1620	191

*(Utilities, Ed., Med., Emp., etc.)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

East Central U.S. — Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	282	324	282	330	253	314	241	249	301	313	319	320	305	343	393	376	267	248	342	275
FIRST QUARTILE	241	271	231	281	221	261	201	201	251	251	271	251	261	291	338	316	231	211	291	231
MEDIAN	271	316	271	316	241	301	231	231	301	291	316	316	291	338	388	363	261	231	338	261
THIRD QUARTILE	316	363	316	363	291	338	261	281	338	363	363	363	338	388	426	426	291	271	388	301
NO. COMPANIES	88		187		146		65		109		170		153		192		200		112	
		46		213		179		111		144		47		216		24		111		36
NO. EMPLOYEES	245		781		1143		161		256		362		1401		993		283		517	
		85		932		1592		238		272		58		2248		67		425		78

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	244	282	220	270	205	245	177	199	211	259	277	193	254	295	347	297	219	196	249	247
FIRST QUARTILE	211	241	201	241	183	211	158	173	183	221	231	173	221	261	301	261	191	173	211	211
MEDIAN	231	271	221	271	201	241	173	191	211	241	281	191	251	291	338	291	221	201	251	251
THIRD QUARTILE	261	316	241	301	231	271	191	221	231	291	316	211	281	338	388	338	241	221	281	271
NO. COMPANIES	85		102		90		89		52		73		97		112		109		85	
		57		102		94		100		46		48		111		35		73		26
NO. EMPLOYEES	331		398		1707		546		107		125		1026		551		180		872	
		122		649		1883		362		63		1162		1125		99		643		48

RETAIL/WHOLESALE SALES AND DISTR.

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	274	329	251	283	282	323	200	215	277	292	268	212	273	335	390	-	239	214	286	272
FIRST QUARTILE	241	291	221	241	241	281	183	183	241	241	231	153	241	301	363	-	221	191	221	251
MEDIAN	281	338	261	291	281	316	201	211	281	316	273	201	271	338	426	-	251	201	271	261
THIRD QUARTILE	301	363	271	316	316	363	211	241	316	316	301	261	301	363	426	-	251	231	338	301
NO. COMPANIES	19		37		35		24		31		33		22		42		47		26	
		14		47		40		27		26		16		38		-		17		5
NO. EMPLOYEES	140		448		1374		75		228		78		217		302		102		157	
		88		208		1004		105		171		35		570		-		61		46

GOVERNMENT AGENCIES (ALL LEVELS)

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	261	-	295	306	243	268	215	245	266	284	285	285	277	306	382	345	238	233	292	239
FIRST QUARTILE	221	-	251	281	221	241	191	221	241	251	251	251	261	271	338	316	201	211	241	211
MEDIAN	261	-	291	301	241	271	211	231	251	281	261	301	271	301	388	338	231	231	316	241
THIRD QUARTILE	301	-	338	338	261	301	231	281	301	316	338	316	316	338	426	388	261	241	338	261
NO. COMPANIES	12		22		19		11		7		22		30		29		23		6	
		-		26		23		13		11		19		33		7		17		7
NO. EMPLOYEES	30		108		932		581		16		32		666		188		48		53	
		-		121		596		24		19		81		395		26		397		14

ALL OTHER TYPES OF BUSINESS*

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	277	311	250	295	243	283	216	238	284	290	296	252	281	311	355	322	250	247	342	263
FIRST QUARTILE	241	261	221	251	201	241	173	191	231	241	231	211	251	261	301	281	221	221	251	211
MEDIAN	271	301	241	281	231	271	221	221	261	281	291	251	281	316	363	316	241	241	338	241
THIRD QUARTILE	316	338	281	316	251	316	251	271	301	316	338	291	316	363	426	363	281	271	426	316
NO. COMPANIES	103		135		102		74		76		107		140		161		171		58	
		63		156		107		109		69		66		161		24		90		58
NO. EMPLOYEES	448		605		1835		370		268		228		2448		890		441		905	
		98		599		1578		394		105		282		2061		360		734		98

*(Utilities, Ed., Med., Emp., etc.)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

West Central U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	284	309	259	308	236	285	219	233	312	285	300	299	297	312	379	331	256	240	301	273
FIRST QUARTILE	241	281	221	261	201	241	191	191	251	231	251	251	241	271	338	291	221	211	251	221
MEDIAN	271	316	241	291	221	271	211	221	301	261	291	281	281	301	363	316	241	231	291	261
THIRD QUARTILE	316	338	281	338	251	301	241	241	363	316	316	338	316	338	426	388	281	261	338	316
NO. COMPANIES	65	41	142	147	106	123	46	83	77	94	111	27	112	150	138	13	154	61	79	26
NO. EMPLOYEES	174	65	480	507	464	644	116	140	187	154	164	38	621	1330	583	17	202	189	290	48

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	238	276	239	275	207	251	184	190	235	286	283	212	252	287	339	298	228	202	276	213
FIRST QUARTILE	211	241	201	231	183	211	163	163	201	231	241	183	221	251	291	261	201	183	231	193
MEDIAN	231	271	221	261	201	241	178	183	221	281	271	211	241	281	338	291	221	201	271	211
THIRD QUARTILE	261	301	251	301	221	281	201	211	261	338	316	231	281	316	363	338	251	221	316	241
NO. COMPANIES	110	70	108	125	107	125	117	124	56	44	68	59	111	134	139	45	133	86	80	33
NO. EMPLOYEES	556	149	627	575	2085	2226	964	465	126	56	110	542	777	870	568	86	211	685	619	65

RETAIL/WHOLESALE SALES AND DISTR.

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	230	261	254	270	236	232	193	216	235	267	255	163	262	272	327	–	223	236	202	–
FIRST QUARTILE	211	251	201	231	191	201	178	173	183	191	201	135	221	231	281	–	191	201	158	–
MEDIAN	231	251	231	261	211	231	183	201	231	241	241	135	251	261	316	–	221	221	191	–
THIRD QUARTILE	241	291	291	316	251	261	211	221	261	338	301	168	291	291	363	–	251	261	231	–
NO. COMPANIES	17	6	47	47	29	42	25	22	33	29	21	18	29	39	42	–	49	17	26	–
NO. EMPLOYEES	33	10	216	181	181	232	33	45	80	72	44	142	113	172	120	–	77	45	111	–

GOVERNMENT AGENCIES (ALL LEVELS)

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	245	268	248	291	202	227	189	246	242	313	271	252	250	273	319	290	214	233	287	273
FIRST QUARTILE	231	241	221	251	178	201	178	221	211	251	231	211	221	241	261	241	183	191	261	231
MEDIAN	231	251	241	281	191	221	183	231	241	316	251	221	251	271	301	251	211	221	301	261
THIRD QUARTILE	271	281	261	316	221	251	211	271	271	338	281	281	271	301	363	338	231	251	301	316
NO. COMPANIES	25	18	30	35	26	28	10	19	20	19	24	21	37	39	33	12	27	28	3	9
NO. EMPLOYEES	231	48	418	305	758	957	210	51	88	37	114	69	1627	841	268	30	129	1288	12	16

ALL OTHER TYPES OF BUSINESS*

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	288	261	284	224	257	210	222	296	297	306	239	255	285	330	301	232	232	320	264
FIRST QUARTILE	221	241	211	231	191	221	168	183	211	231	251	201	221	251	281	241	201	191	261	201
MEDIAN	251	271	251	281	221	241	191	211	271	271	301	231	241	271	316	281	221	201	316	251
THIRD QUARTILE	291	338	281	316	251	281	231	241	363	363	363	281	281	316	363	338	261	241	363	338
NO. COMPANIES	110	69	140	151	86	115	67	107	74	62	99	73	139	164	164	30	166	78	73	42
NO. EMPLOYEES	322	150	714	687	1209	1253	317	243	228	99	190	237	2037	1629	816	121	452	721	898	67

*(Utilities, Ed., Med., Emp., etc.)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

Southern U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	266	321	239	290	243	283	211	228	260	280	278	274	279	324	368	364	241	236	288	230
FIRST QUARTILE	231	271	211	241	211	231	183	201	221	231	231	231	241	271	316	338	211	211	241	201
MEDIAN	261	316	231	271	231	271	201	221	261	271	261	261	281	316	363	363	241	221	281	211
THIRD QUARTILE	301	363	261	316	271	316	231	251	301	316	301	291	316	363	426	388	261	251	338	261
NO. COMPANIES	59	31	128	151	111	129	39	78	80	98	122	28	109	156	147	7	163	55	77	21
NO. EMPLOYEES	166	95	531	576	616	883	134	118	234	148	199	43	819	1320	681	14	219	175	418	27

BANKING/INSURANCE/FINANCIAL	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	241	253	226	268	209	246	188	191	214	258	266	201	246	283	338	285	225	212	262	229
FIRST QUARTILE	211	191	201	241	183	211	163	168	178	221	221	178	221	251	291	251	201	183	231	191
MEDIAN	241	251	221	261	201	241	178	191	201	251	251	191	241	281	338	281	211	211	261	221
THIRD QUARTILE	261	291	251	291	231	271	211	211	241	281	291	221	271	316	363	316	251	231	291	261
NO. COMPANIES	99	60	103	103	98	104	114	124	59	53	83	47	106	134	133	31	131	92	84	32
NO. EMPLOYEES	337	200	761	691	2294	3013	833	501	117	68	148	829	1362	1636	663	69	248	667	2179	50

RETAIL/WHOLESALE SALES AND DISTR.	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	266	266	221	256	228	241	195	214	280	280	287	216	275	284	329	344	219	202	254	-
FIRST QUARTILE	261	211	183	211	191	211	163	178	231	231	231	158	211	24-	291	316	191	178	201	-
MEDIAN	261	261	211	241	231	231	168	201	291	251	261	211	261	281	316	338	211	191	251	-
THIRD QUARTILE	281	281	251	291	261	281	241	241	338	301	338	241	338	316	363	388	251	221	291	-
NO. COMPANIES	23	13	65	63	57	61	25	38	39	31	50	19	44	61	62	6	74	28	35	-
NO. EMPLOYEES	199	18	547	362	382	358	85	75	247	91	126	61	190	305	178	27	106	78	133	-

GOVERNMENT AGENCIES (ALL LEVELS)	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	249	305	245	270	218	263	208	216	224	283	291	253	236	270	309	313	225	233	252	268
FIRST QUARTILE	241	291	221	231	191	231	173	191	178	251	261	221	201	241	281	291	191	211	231	251
MEDIAN	251	316	251	271	221	251	201	221	221	271	291	251	231	261	316	316	231	241	251	281
THIRD QUARTILE	261	316	271	301	231	281	241	231	261	301	316	291	261	291	338	338	251	261	291	291
NO. COMPANIES	28	18	43	42	35	35	15	35	25	31	25	28	41	48	46	21	34	36	18	12
NO. EMPLOYEES	554	124	483	540	3366	1729	388	262	244	261	806	218	2219	2745	1099	127	155	2222	279	51

ALL OTHER TYPES OF BUSINESS*	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	277	304	261	303	249	276	209	214	294	271	284	234	258	293	350	293	243	229	344	228
FIRST QUARTILE	231	251	221	251	191	211	173	173	201	231	241	201	221	241	291	251	201	201	271	183
MEDIAN	271	291	241	291	241	261	201	211	241	261	271	231	251	291	338	291	221	221	338	221
THIRD QUARTILE	316	338	291	338	291	338	241	241	426	301	316	251	291	338	388	316	271	261	426	261
NO. COMPANIES	148	91	191	210	135	153	90	154	96	91	148	84	195	232	239	47	222	110	76	58
NO. EMPLOYEES	671	211	1236	1080	2304	2319	460	549	362	169	337	357	3343	3186	1457	424	658	1326	1199	120

*(Utilities, Ed., Med., Emp., etc.)

WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

Western U.S. – Salaries by Type of Business

MANUFACTURING/PROCESSING

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	321	447	261	314	246	317	271	293	222	272	322	340	293	377	374	–	245	292	304	–
FIRST QUARTILE	251	426	221	261	211	251	173	201	231	241	261	251	241	316	338	–	211	201	231	–
MEDIAN	338	476	251	301	241	291	261	241	261	261	316	291	281	338	363	–	251	271	271	–
THIRD QUARTILE	363	476	281	338	271	363	338	363	301	291	363	476	316	476	426	–	271	388	363	–
NO. COMPANIES	23	13	70	76	59	60	18	32	45	43	58	6	50	59	71	–	78	22	36	–
NO. EMPLOYEES	78	82	203	206	216	349	31	48	138	60	86	10	189	466	187	–	102	68	103	–

BANKING/INSURANCE/FINANCIAL

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	294	319	249	291	226	243	206	216	249	277	298	240	281	307	371	318	227	233	264	232
FIRST QUARTILE	251	281	221	261	201	221	191	183	211	231	251	211	251	271	316	281	201	211	231	211
MEDIAN	281	291	251	281	221	241	211	211	241	271	291	231	281	301	363	301	221	221	261	231
THIRD QUARTILE	363	363	271	316	251	261	221	231	271	316	338	261	316	338	426	338	251	251	291	251
NO. COMPANIES	69	43	55	64	47	57	57	59	27	24	34	25	53	60	76	18	74	42	41	14
NO. EMPLOYEES	302	92	247	377	962	1112	565	190	75	41	63	1392	624	660	322	64	133	273	671	24

RETAIL/WHOLESALE SALES AND DISTR.

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	255	–	259	294	239	275	199	226	272	301	297	275	339	293	367	–	256	311	294	–
FIRST QUARTILE	221	–	221	261	191	231	163	173	221	261	251	191	261	261	316	–	211	201	231	–
MEDIAN	251	–	251	281	221	271	178	211	271	281	281	251	316	291	363	–	241	291	281	–
THIRD QUARTILE	281	–	281	316	271	316	221	251	301	316	338	338	426	316	426	–	281	426	388	–
NO. COMPANIES	15	–	46	51	32	44	18	18	24	29	24	16	19	28	34	–	42	12	27	–
NO. EMPLOYEES	29	–	316	188	149	212	32	36	46	44	65	30	66	114	63	–	57	37	88	–

GOVERNMENT AGENCIES (ALL LEVELS)

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	–	261	270	356	216	246	208	238	337	234	268	258	226	270	331	247	233	262	394	233
FIRST QUARTILE	–	251	231	338	191	221	191	221	316	221	231	231	191	231	301	231	201	201	363	221
MEDIAN	–	251	261	363	211	241	201	231	338	231	251	241	211	251	338	241	221	241	426	231
THIRD QUARTILE	–	261	316	363	241	261	221	251	338	241	301	271	241	281	338	251	251	338	426	241
NO. COMPANIES	–	7	15	17	14	15	4	11	6	8	15	7	14	20	18	7	11	11	5	6
NO. EMPLOYEES	–	131	308	249	1771	1811	1360	188	56	1059	93	127	1641	1348	372	524	91	2526	37	1042

ALL OTHER TYPES OF BUSINESS*

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	307	360	292	345	256	288	264	244	355	307	335	313	292	345	390	381	253	265	408	297
FIRST QUARTILE	251	316	241	301	211	221	183	201	221	251	271	231	241	291	338	316	211	211	363	201
MEDIAN	291	338	291	338	231	271	241	231	338	291	316	291	291	338	388	388	241	251	426	281
THIRD QUARTILE	363	426	316	388	281	338	363	281	476	363	388	363	338	426	426	426	281	291	476	426
NO. COMPANIES	76	54	76	95	58	77	49	58	33	35	56	28	80	102	111	21	107	49	36	27
NO. EMPLOYEES	334	86	281	315	476	514	202	139	108	59	98	68	650	853	434	255	272	302	707	43

*(Utilities, Ed., Med., Emp., etc.)

Summary of Weekly Salary Levels for the Twenty Positions in the United States

A	B	C	D	E	F
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A

This table summarizes the salary levels for all of the participating companies in the United States. The data reflects the total number of employees reported by position titles at the various levels of weekly compensation rates.

An "A" has been placed to the left of the number of employees that fall in the salary level representing the average weekly salary of all the employees reported in that particular job category.

For easy reference, the shaded figures for each job category indicate the number of employees by consecutive salary levels that represent the range from the first quartile to the third quartile inclusively (the middle 50%).

For example, by referring to the position of Accounting Clerk A you can determine that of a total of 12,894 employees reported, 886 received a weekly salary between $286 and $295, and the average of $295 falls within this range. The shaded area covers the salaries between $246 and $350, which includes the first quartile rate of $251 and the third quartile rate of $338.

Looking at the position of Executive Secretary/Administrative Assistant you can determine that of a total of 15,406 employees reported, 1,894 employees received a base salary of $351 and $375, and the average weekly salary of $357 falls within this range. The shaded area covers base weekly salaries between $301 and $450, and the first quartile salary of $301 and the third quartile salary of $426 fall within this range.

This procedure can be applied to each position in the survey.

$ WEEKLY RATES	A	B	C	D	E	F
UNDER-135	3		13	2	65	29
136-140	4	2	16	1	56	7
141-145	3		18	3	126	43
146-150	2		35	8	171	27
151-155	10	1	38	4	196	53
156-160	20	1	94	10	363	214
161-165	30	1	137	11	500	166
166-170	42	1	186	30	535	195
171-175	69	2	150	21	824	210
176-180	85	8	218	43	952	297
181-185	83	6	246	60	1402	371
186-195	242	74	647	162	**3188**	1113
196-205	331	32	865	361	**2796**	1894
206-215	421	43	**1056**	429	**2914**	2349
216-225	480	59	**1120**	477	**2955**	**3055**
226-235	**532**	81	**1151**	606A	**2653**	**2923**
236-245	**629**	144	**1050**	727	**2234**	**2563**
246-255	**782**	**176**A	**1013**	**911**	**1998**	**2761**
256-265	A**825**	**154**	**971**	**874**	1492A	**2789**
266-275	**476**	**134**	**782**	**884**	1059	**2354**
276-285	**557**	**157**	**651**	**906**	1658	**2174**
286-295	**382**	**182**	468A	**886**	663	**2068**
296-305	304	A**142**	425	**807**	532	1229
306-325	458	**254**	913	**1321**	589	2187
326-350	326	**244**	366	**1067**	573	1524
351-375	306	172	370	741	373	856
376-400	116	134	225	508	471	786
401-450	151	97	247	638	268	1235
451-500	52	108	56	261	56	341
501-OVER	9	14	31	135	4	71
TOTAL	7730	2423	13558	12894	31666	35884

FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
G	H	I	J	K	L	M	N	O	P	Q	R	S	T

NUMBER OF EMPLOYEES BY JOB RATES - 1984

TOTAL UNITED STATES

JOB CATEGORY G	H	I	J	K	L	M	N	O	P	Q	R	S	T	TOTAL
103	68	12		1	90	20	6	1		21	45	21	7	507
152	40	5	1		50	7				9	25	18	2	395
141	52	14	1	3	46	3	2			16	48	19	5	543
222	104	17	1	3	97	17	3			15	91	31	17	861
255	81	17	2	15	73	32	4			29	82	20	6	918
338	139	47	6	9	216	79	11	2		49	156	47	9	1810
343	227	99	9	8	169	92	16	2		44	231	45	18	2148
478	159	42	11	10	183	164	25	4	1	69	211	65	18	2429
429	289	50	12	11	320	153	44	2	1	100	354	118	20	3179
417	210	85	28	16	313	260	99	7	2	178	406	84	27	3735
716	260	86	16	38	225	602	100	3	3	121	705	127	38	5208
1021	545	185	47	56	800	1176	211	11	7	356	1667	371	61	11940
A 923	551	209	78	95	622	1411	438	47	19	423	1653	450	71	13269
863	553	192	246	123	613	1705	656	72	67	516	1480	535	242	15075
750	A571	261	336	182	A559	2009	1241	100	140	488	1771	718	279	17551
561	394	218	431	249	612	2105	1369	174	174	535	1665	792	327	17552
653	343	252	407	252	538	2435	1892	256	234	A437	A1460	1055	308	17869
252	266	213	376	332	321	2173	2238	365	222	366	1130	868	A308	17071
325	215	242	213	364	362	A2440	2027	453	124	376	1499	1054	81	16880
120	140	222	A186	397	252	2440	2127	479	141	325	685	685	63	13951
73	130	A223	155	354	203	2008	2401	565	148	237	602	649	59	13910
38	83	189	157	A313	227	1718	2410	740	116	153	969	577	59	12398
43	77	202	125	307	128	1626	A2186	720	157	156	232	586	42	10026
60	112	290	273	682	190	2293	4043	1567	A298	206	164	A1060	58	17018
56	66	266	223	492	134	1641	4049	2288	337	133	819	1194	41	15839
56	68	137	150	189	61	764	3120	A1894	236	129	565	783	38	11008
73	57	111	114	169	57	477	1526	1626	144	47	106	600	19	7366
27	47	215	120	210	56	452	2042	2227	255	29	117	1243	51	9727
5	21	202	41	55	26	160	773	1133	146	11	10	1335	55	4847
2	1	23	40	53	15	6	141	668	56	2	4	193	1	1469
9495		4326		4988		30468		15406		5576		15343		
	5869		3805		7558		35200		3028		18952		2330	266499

	WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

Brantford, ON

CANADA

A. PRINZEN
THE PERMANENT

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	307	329	288	331	-	-	-	353	336	-	327	343	404	-	294	266	-	-
FIRST QUARTILE	-	-	261	301	251	301	-	-	-	301	301	-	281	301	388	-	261	221	-	-
MEDIAN	-	-	281	316	271	316	-	-	-	316	338	-	338	363	388	-	281	261	-	-
THIRD QUARTILE	-	-	363	338	291	363	-	-	-	363	338	-	363	388	426	-	301	271	-	-
NO. COMPANIES	-	-	18	18	10	17	-	-	-	10	11	-	13	17	13	-	18	8	-	-
NO. EMPLOYEES	-	-	28	31	18	47	-	-	-	12	11	-	34	37	21	-	19	12	-	-

Calgary, AB

D. SUTHERLAND
PALM DAIRIES LIMITED

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	393	420	366	430	370	406	309	289	361	411	395	-	409	436	469	-	314	350	340	322
FIRST QUARTILE	338	388	301	363	338	388	251	251	301	388	363	-	388	426	426	-	281	338	291	281
MEDIAN	426	426	338	426	363	426	261	281	363	426	388	-	388	426	476	-	316	338	338	338
THIRD QUARTILE	426	476	426	501	388	426	363	316	388	426	426	-	426	476	501	-	338	363	363	338
NO. COMPANIES	7	6	11	12	7	14	9	12	8	8	15	-	9	14	16	-	15	7	5	5
NO. EMPLOYEES	27	14	105	51	120	106	27	25	14	14	25	-	33	131	48	-	27	33	119	10

Edmonton, AB

K. W. SPENCE
UNIV. OF ALBERTA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	349	416	347	406	303	-	-	-	-	371	394	433	471	-	354	350	390	-
FIRST QUARTILE	-	-	316	388	316	388	291	-	-	-	-	363	388	426	426	-	338	338	363	-
MEDIAN	-	-	338	426	363	388	291	-	-	-	-	363	388	426	501	-	363	363	388	-
THIRD QUARTILE	-	-	388	426	363	426	316	-	-	-	-	388	426	476	501	-	388	363	426	-
NO. COMPANIES	-	-	8	12	8	6	3	-	-	-	-	5	9	9	8	-	11	7	5	-
NO. EMPLOYEES	-	-	28	23	215	229	47	-	-	-	-	24	96	58	41	-	24	60	74	-

Grand Valley, ON

W. PEGG
R. L. CRAIN LIMITED

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	276	328	290	339	273	301	230	242	323	342	320	274	300	332	393	-	253	258	337	-
FIRST QUARTILE	261	291	281	316	251	281	211	211	291	281	291	271	281	316	363	-	211	241	251	-
MEDIAN	271	338	291	338	271	291	231	241	301	338	316	271	301	338	388	-	251	261	338	-
THIRD QUARTILE	291	363	316	363	301	316	241	261	363	388	338	281	316	363	426	-	291	261	426	-
NO. COMPANIES	14	10	38	39	28	33	13	17	10	20	32	7	30	33	31	-	49	19	16	-
NO. EMPLOYEES	34	11	135	112	268	270	46	24	15	22	54	97	248	213	66	-	54	63	23	-

Hamilton, ON

L. E. PETERS
ROYAL OAK DAIRY

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	327	406	322	378	293	328	294	299	366	367	341	313	334	383	374	384	303	290	386	295
FIRST QUARTILE	316	338	231	316	251	281	251	221	316	316	301	301	316	338	338	363	251	271	281	251
MEDIAN	338	426	316	363	301	338	281	261	363	338	338	316	338	363	363	363	301	291	388	291
THIRD QUARTILE	338	476	338	476	338	363	316	338	388	426	363	338	338	426	426	388	338	301	501	338
NO. COMPANIES	18	16	36	47	43	43	19	15	19	24	28	9	32	43	45	5	53	31	25	6
NO. EMPLOYEES	77	93	112	133	295	221	70	23	27	36	40	28	224	245	244	14	92	230	91	10

London, ON

K. SCOTT
INTERBAKE FOODS LTD.

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	279	-	295	331	307	308	269	255	349	342	330	312	312	342	378	-	281	254	344	-
FIRST QUARTILE	251	-	261	291	241	261	191	211	261	261	301	316	261	316	363	-	241	201	316	-
MEDIAN	291	-	301	338	338	281	316	251	363	281	338	316	316	338	388	-	281	231	316	-
THIRD QUARTILE	301	-	316	363	363	363	316	281	426	426	363	316	338	363	426	-	316	291	338	-
NO. COMPANIES	7	-	16	20	11	16	4	14	10	13	17	7	8	18	18	-	21	12	9	-
NO. EMPLOYEES	18	-	60	55	61	95	25	20	27	22	22	23	44	72	45	-	26	30	39	-

Regina, SK

M. SALI

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — REED STENHOUSE (INSURANCE) LTD.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	363	-	338	406	320	353	294	-	345	446	407	342	355	381	433	372	314	317	352	-
FIRST QUARTILE	338	-	316	363	291	338	281	-	316	426	363	316	316	338	426	338	301	316	301	-
MEDIAN	363	-	316	426	316	338	301	-	338	476	426	338	338	388	426	388	316	316	338	-
THIRD QUARTILE	388	-	363	426	363	363	316	-	363	501	426	363	388	388	476	388	316	338	338	-
NO. COMPANIES	12	-	18	25	18	18	9	-	10	8	18	9	19	25	29	7	24	13	8	-
NO. EMPLOYEES	182	-	104	235	685	288	85	-	123	19	38	63	250	297	186	178	125	181	37	-

Vancouver, BC

P. J. SMITH

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — DOGWOOD LODGE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	376	403	343	388	-	-	-	-	-	-	-	-	-	-	327	366	-	-
FIRST QUARTILE	-	-	338	338	301	338	-	-	-	-	-	-	-	-	-	-	301	316	-	-
MEDIAN	-	-	388	426	338	363	-	-	-	-	-	-	-	-	-	-	301	338	-	-
THIRD QUARTILE	-	-	388	426	363	426	-	-	-	-	-	-	-	-	-	-	363	426	-	-
NO. COMPANIES	-	-	8	8	6	7	-	-	-	-	-	-	-	-	-	-	8	3	-	-
NO. EMPLOYEES	-	-	16	13	15	26	-	-	-	-	-	-	-	-	-	-	14	11	-	-

Winnipeg, MB

MS. Y. A. CARROLL

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — CANADIAN STANDARDS ASSOCIATION

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	306	-	344	439	280	379	245	305	379	382	344	312	314	383	385	-	274	279	277	-
FIRST QUARTILE	241	-	316	426	241	338	211	291	363	301	301	271	281	338	316	-	241	251	251	-
MEDIAN	301	-	363	426	291	363	251	316	388	388	338	316	301	388	388	-	271	291	271	-
THIRD QUARTILE	363	-	388	476	316	426	271	338	426	426	363	316	338	426	426	-	316	301	291	-
NO. COMPANIES	11	-	22	23	17	18	8	9	13	11	15	6	11	15	16	-	30	16	6	-
NO. EMPLOYEES	33	-	308	269	77	134	36	51	78	13	23	11	36	114	39	-	38	173	18	-

Boston, MA

EASTERN UNITED STATES

W. J. MESSER

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — COM/ENERGY SERVICES CO.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	-	219	260	209	253	184	192	315	284	249	-	246	290	331	-	227	200	250	-
FIRST QUARTILE	241	-	201	241	191	231	168	178	281	221	221	-	221	251	291	-	211	191	241	-
MEDIAN	251	-	221	251	201	251	173	191	338	251	241	-	231	281	316	-	221	191	241	-
THIRD QUARTILE	271	-	241	281	221	271	191	201	338	316	271	-	261	338	363	-	231	201	261	-
NO. COMPANIES	10	-	17	15	10	11	13	13	8	7	14	-	10	15	16	-	18	15	9	-
NO. EMPLOYEES	26	-	122	138	72	82	62	23	38	11	45	-	246	256	105	-	35	123	57	-

Buffalo, NY

R. WIECHMAN

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — WHITING ROLL UP DOOR

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	272	292	238	271	234	264	181	210	248	287	293	204	232	265	338	266	231	-	300	238
FIRST QUARTILE	231	261	173	211	211	231	158	183	191	221	231	183	191	241	291	271	191	-	241	183
MEDIAN	261	271	241	261	221	271	173	201	211	281	291	191	221	251	316	271	231	-	301	211
THIRD QUARTILE	316	301	291	301	271	301	201	241	291	338	338	211	261	281	363	271	231	-	316	241
NO. COMPANIES	18	11	39	45	23	32	15	27	21	25	37	14	29	42	38	7	46	-	22	12
NO. EMPLOYEES	63	14	194	196	299	453	67	62	63	30	56	442	317	471	184	35	116	-	246	17

Concord, NH

MS. M. SODERSTROM

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — BUSINESS & INDUSTRY ASSN.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	223	-	223	287	212	239	161	203	248	277	284	224	234	262	298	-	217	192	260	-
FIRST QUARTILE	201	-	191	261	201	201	138	168	211	231	241	221	221	231	251	-	201	178	221	-
MEDIAN	231	-	211	271	211	241	153	201	241	261	281	241	231	261	291	-	211	191	241	-
THIRD QUARTILE	241	-	241	316	241	271	173	221	281	316	316	241	251	291	338	-	231	201	301	-
NO. COMPANIES	13	-	28	38	20	22	11	12	18	19	24	8	23	29	33	-	31	13	22	-
NO. EMPLOYEES	43	-	65	95	83	83	104	24	44	29	35	23	90	123	74	-	141	62	74	-

Delaware, DE

J. CALDWELL

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — CALDWELL TEMPORARY HELP

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	233	308	230	276	219	244	187	203	305	309	311	294	247	305	346	-	-	187	287	255
FIRST QUARTILE	201	281	201	231	168	201	158	178	221	251	271	241	201	231	291	-	-	163	221	251
MEDIAN	231	338	211	261	191	221	191	191	316	316	301	338	251	291	338	-	-	178	291	271
THIRD QUARTILE	261	338	261	301	231	281	221	221	426	363	338	338	271	363	388	-	-	201	363	271
NO. COMPANIES	16	11	22	21	20	23	8	17	17	14	13	8	20	26	31	-	-	16	19	5
NO. EMPLOYEES	73	32	277	179	231	412	66	50	66	29	21	15	582	425	224	-	-	123	197	10

	WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

Finger Lakes, NY

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — D. SMITH RANDO MACHINE CORP.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	262	297	214	262	-	252	-	-	277	-	256	292	312	-	244	218	251	-
FIRST QUARTILE	-	-	201	251	191	231	-	231	-	-	251	-	211	211	261	-	211	201	211	-
MEDIAN	-	-	231	281	221	261	-	231	-	-	261	-	271	281	316	-	231	231	231	-
THIRD QUARTILE	-	-	316	338	231	271	-	261	-	-	281	-	271	338	338	-	271	231	271	-
NO. COMPANIES	-	-	10	12	6	12	-	6	-	-	9	-	13	12	13	-	10	7	6	-
NO. EMPLOYEES	-	-	14	26	37	86	-	14	-	-	17	-	93	37	51	-	13	24	29	-

Greater Bridgeport, CT

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — MS. A. HOLLAND MANPOWER, INC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	281	371	249	313	271	316	203	260	341	335	295	351	302	309	366	-	266	216	425	252
FIRST QUARTILE	231	316	173	261	231	261	158	191	271	271	241	316	271	271	316	-	241	163	388	163
MEDIAN	271	388	251	316	261	301	191	261	338	301	281	388	301	316	363	-	271	211	476	231
THIRD QUARTILE	316	426	291	363	316	363	241	316	426	363	338	388	338	338	426	-	301	251	476	316
NO. COMPANIES	17	8	23	24	19	20	17	21	17	18	18	6	18	24	21	-	25	15	15	9
NO. EMPLOYEES	68	24	179	93	290	374	66	59	63	35	48	35	216	210	121	-	69	94	1097	27

Harrisburg Area, PA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — J. R. LITTLE PENNSYLVANIA BLUE SHIELD

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	258	281	298	335	260	287	225	221	289	296	305	195	286	333	365	-	244	272	295	232
FIRST QUARTILE	241	241	281	281	251	251	211	201	261	271	291	168	261	301	316	-	221	261	241	211
MEDIAN	261	261	316	338	271	316	221	211	281	291	316	191	291	363	363	-	241	281	291	221
THIRD QUARTILE	281	316	316	388	281	316	261	241	316	316	316	211	316	363	388	-	271	291	338	241
NO. COMPANIES	23	15	36	36	34	39	25	29	17	19	23	10	33	44	41	-	41	27	28	8
NO. EMPLOYEES	154	20	587	222	1390	1068	525	173	105	76	429	128	796	912	233	-	73	1765	349	20

Hartford, CT

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — A. BISCHOFF NATIONWIDE INS. CO.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	268	279	235	275	236	277	192	218	256	311	285	277	282	316	376	312	237	244	286	271
FIRST QUARTILE	261	251	221	251	231	271	168	201	221	271	281	271	271	291	338	291	221	231	241	261
MEDIAN	271	271	231	271	231	281	178	211	261	316	291	281	281	316	363	316	231	241	281	291
THIRD QUARTILE	291	291	251	291	251	291	191	241	301	338	316	291	301	338	426	338	251	261	338	301
NO. COMPANIES	16	12	19	23	20	19	14	18	11	11	15	8	22	22	20	10	19	11	14	9
NO. EMPLOYEES	223	57	259	402	467	1462	78	64	38	42	145	128	1050	727	206	70	44	1343	82	47

Lancaster, PA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — MS. S. S. CONKLIN HOWARD MILLER ASSOC., INC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	280	-	227	293	242	269	228	218	278	290	269	229	277	284	315	-	236	247	264	-
FIRST QUARTILE	251	-	191	241	201	231	191	201	241	231	241	201	241	251	271	-	201	231	231	-
MEDIAN	281	-	221	281	251	281	211	221	261	291	271	221	281	281	291	-	231	251	251	-
THIRD QUARTILE	301	-	261	338	271	301	271	241	316	316	301	251	301	316	363	-	251	271	281	-
NO. COMPANIES	14	-	29	31	19	26	9	16	14	19	25	10	19	33	30	-	35	12	17	-
NO. EMPLOYEES	35	-	71	69	177	332	28	31	24	27	42	90	133	141	83	-	56	66	135	-

Lehigh Valley, PA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY — MS. L. MARTIN RODALE PRESS, INC.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	291	318	297	353	269	337	280	268	267	306	328	225	258	317	342	410	236	223	260	343
FIRST QUARTILE	221	251	221	271	211	251	201	201	211	261	241	201	211	261	281	338	178	173	211	261
MEDIAN	261	301	251	338	241	338	241	231	251	301	281	221	251	301	338	426	231	211	241	388
THIRD QUARTILE	388	338	363	426	363	426	426	291	291	388	426	241	281	363	388	476	261	241	281	426
NO. COMPANIES	18	13	30	34	25	27	14	24	20	19	21	16	26	33	32	6	29	18	15	5
NO. EMPLOYEES	84	23	167	110	436	392	48	137	79	26	32	169	328	366	129	28	44	96	154	11

Metropolitan New Jersey

MS. E. CLARY
CIBA-GEIGY CORP.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	298	333	268	307	244	283	212	229	347	328	317	311	276	331	392	350	261	231	289	284
FIRST QUARTILE	271	281	231	261	211	261	178	191	241	291	261	231	251	301	363	301	231	191	261	221
MEDIAN	316	316	251	301	231	271	201	221	363	338	301	281	271	338	388	338	251	231	281	281
THIRD QUARTILE	316	388	271	316	271	316	241	251	476	338	388	426	291	338	426	426	281	251	316	338
NO. COMPANIES	31	18	36	37	33	34	18	39	18	23	29	12	40	47	46	12	36	36	24	24
NO. EMPLOYEES	127	63	299	336	340	444	174	138	54	69	78	33	595	1245	464	37	63	273	155	39

Montgomery County, PA

D. HOUPT
PEABODY & WIND ENG. CORP.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	241	-	234	249	193	222	202	-	300	-	269	-	246	285	337	-	229	214	242	-
FIRST QUARTILE	221	-	201	211	168	183	178	-	251	-	221	-	221	251	316	-	191	201	201	-
MEDIAN	241	-	231	241	183	201	201	-	291	-	271	-	251	281	338	-	231	211	241	-
THIRD QUARTILE	271	-	261	281	211	261	221	-	363	-	301	-	271	301	363	-	251	221	271	-
NO. COMPANIES	7	-	12	14	7	11	5	-	6	-	8	-	12	15	15	-	14	8	5	-
NO. EMPLOYEES	26	-	33	71	52	103	12	-	11	-	14	-	66	115	94	-	21	30	134	-

New York, NY

MS. D. A. BIANCO
DELOITTE HASKINS & SELLS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	306	330	266	327	236	254	205	220	250	341	311	308	269	339	409	422	258	222	356	250
FIRST QUARTILE	261	301	231	291	211	221	178	191	191	281	261	241	241	291	363	363	231	191	338	231
MEDIAN	281	316	261	316	231	241	191	211	251	338	316	281	261	338	426	426	251	221	338	241
THIRD QUARTILE	338	338	291	363	251	281	221	251	291	388	338	338	291	388	476	476	281	221	363	271
NO. COMPANIES	44	28	53	56	46	46	32	52	24	21	37	24	55	67	63	16	54	38	24	31
NO. EMPLOYEES	291	78	274	304	1127	2693	222	258	57	36	70	45	1245	1771	637	205	167	765	342	103

Philadelphia, PA

MS. K. LOVE
AMER. SOC./TESTING & MATERIALS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	315	237	315	208	256	194	209	304	256	268	-	288	327	362	332	234	196	264	274
FIRST QUARTILE	211	271	191	251	178	211	163	178	201	241	231	-	241	281	291	281	211	168	231	231
MEDIAN	231	316	211	271	201	221	173	201	271	251	261	-	281	316	363	338	231	191	251	271
THIRD QUARTILE	271	363	251	426	221	261	201	231	426	281	281	-	338	363	426	388	271	211	281	291
NO. COMPANIES	25	15	21	26	23	21	19	25	9	14	16	-	28	31	30	11	29	17	18	12
NO. EMPLOYEES	133	48	167	200	336	321	56	77	31	32	53	-	423	713	229	78	50	95	289	24

Pittsburgh, PA

T. J. SMITH, C.A.M.
NEWCOMER PRODUCTS INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	235	355	266	356	218	261	198	213	272	288	312	264	244	273	361	323	245	225	248	204
FIRST QUARTILE	201	301	211	291	183	201	168	183	211	251	241	191	211	221	316	281	201	191	201	163
MEDIAN	231	316	251	363	201	251	191	211	241	271	301	231	241	261	363	316	241	211	231	183
THIRD QUARTILE	261	426	281	426	241	301	211	231	291	301	426	291	281	316	426	338	281	231	271	221
NO. COMPANIES	30	14	49	45	36	40	23	31	19	27	33	14	46	56	54	7	52	19	21	10
NO. EMPLOYEES	479	16	217	190	278	579	74	82	36	44	84	41	433	899	413	20	86	84	191	23

Portland, ME

MS. C. LEVESQUE
HANNAFORD BROTHERS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	214	-	257	271	189	292	214	191	268	281	257	183	229	276	338	-	216	274	311	-
FIRST QUARTILE	201	-	201	231	173	221	168	163	231	231	221	158	201	241	301	-	191	191	221	-
MEDIAN	211	-	241	271	191	271	183	178	251	241	241	173	231	271	316	-	211	271	261	-
THIRD QUARTILE	231	-	271	291	201	388	261	201	291	363	271	201	241	291	338	-	231	388	476	-
NO. COMPANIES	11	-	29	35	15	26	14	14	13	10	16	7	14	25	26	-	30	14	18	-
NO. EMPLOYEES	26	-	97	69	130	221	45	21	30	14	23	162	68	119	75	-	40	71	233	-

Providence, RI

A. F. WRIGHT
PROVIDENCE CHAPTER

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	224	-	243	293	-	212	261	208	-	-	273	-	-	267	326	-	223	190	285	-
FIRST QUARTILE	201	-	217	241	-	191	183	183	-	-	221	-	-	221	291	-	178	178	231	-
MEDIAN	221	-	221	251	-	211	241	201	-	-	241	-	-	251	316	-	221	178	271	-
THIRD QUARTILE	241	-	291	316	-	221	338	221	-	-	301	-	-	271	338	-	241	211	363	-
NO. COMPANIES	9	-	11	18	-	13	6	7	-	-	10	-	-	12	14	-	13	5	9	-
NO. EMPLOYEES	22	-	24	45	-	223	25	19	-	-	13	-	-	125	68	-	24	18	115	-

A	WORD PROCESSING OPERATOR
B	LEAD WORD PROCESSING OPERATOR
C	ACCOUNTING CLERK LEVEL B
D	ACCOUNTING CLERK - LEVEL A
E	GENERAL CLERK - LEVEL B
F	GENERAL CLERK - LEVEL A
G	FILE CLERK
H	MAIL CLERK
I	SHIPPING/RECEIVING CLERK
J	PURCHASING CLERK
K	PAYROLL CLERK
L	CASHIER
M	SECRETARY - LEVEL B
N	SECRETARY - LEVEL A
O	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.
P	LEGAL SECRETARY
Q	SWITCHBOARD OPERATOR/RECEPTIONIST
R	CLERK TYPIST
S	CUSTOMER SERVICE REPRESENTATIVE
T	PHOTOCOPY MACHINE OPERATOR

Reading, PA

MS. A. KESSLER
BANK OF PENNSYLVANIA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	251	-	229	293	-	263	246	226	352	298	297	199	239	303	342	-	237	218	256	-
FIRST QUARTILE	211	-	201	231	-	231	191	183	261	231	251	168	221	261	291	-	211	201	241	-
MEDIAN	231	-	231	281	-	241	201	211	338	271	271	191	241	281	316	-	231	211	251	-
THIRD QUARTILE	281	-	241	316	-	271	291	241	426	338	338	201	251	316	363	-	251	231	271	-
NO. COMPANIES	7	-	19	20	-	21	9	15	12	14	18	4	21	21	22	-	20	15	11	-
NO. EMPLOYEES	38	-	82	69	-	187	26	27	38	19	37	27	159	168	112	-	35	48	188	-

Southern Connecticut

P. McGIVNEY
ETHAN ALLEN INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	292	353	253	293	222	263	209	219	282	266	296	212	291	330	401	362	270	244	294	240
FIRST QUARTILE	251	338	231	251	201	231	183	191	261	201	251	191	261	301	363	338	241	221	231	211
MEDIAN	281	363	251	291	221	261	211	211	281	261	291	211	291	316	388	338	261	251	291	241
THIRD QUARTILE	338	388	271	316	241	291	231	231	316	301	316	231	316	363	426	388	301	261	363	261
NO. COMPANIES	13	9	20	22	11	18	11	23	13	11	16	8	24	30	31	8	20	12	16	8
NO. EMPLOYEES	79	28	89	119	155	155	29	74	91	17	37	180	493	1048	420	22	42	68	192	10

Syracuse, NY

MS. H. SCHWARZ
METRO TOPS-N-TEMPS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	262	262	266	296	215	239	181	210	299	-	282	-	245	287	318	-	265	203	287	-
FIRST QUARTILE	231	251	221	261	173	211	148	178	281	-	241	-	221	231	261	-	201	191	251	-
MEDIAN	261	261	271	281	191	221	158	201	291	-	281	-	241	291	338	-	251	201	271	-
THIRD QUARTILE	301	281	316	338	251	261	191	231	316	-	316	-	271	338	363	-	316	221	316	-
NO. COMPANIES	13	10	16	14	15	15	9	11	7	-	11	-	9	16	17	-	18	10	8	-
NO. EMPLOYEES	37	12	73	80	128	211	54	26	33	-	22	-	53	73	42	-	25	35	111	-

Westchester, NY

B. WIGGIN
COVERTEMP

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	297	313	253	296	232	279	205	216	264	340	319	228	298	348	391	383	246	233	290	269
FIRST QUARTILE	281	261	221	251	191	231	173	191	221	261	281	211	261	316	338	338	211	211	241	241
MEDIAN	316	291	251	291	221	261	201	211	251	316	316	231	301	338	426	388	231	231	291	261
THIRD QUARTILE	316	388	281	338	261	316	231	231	281	426	363	241	338	388	426	426	281	251	338	281
NO. COMPANIES	23	13	26	29	26	28	13	28	16	17	27	7	29	40	39	8	38	19	24	8
NO. EMPLOYEES	87	27	73	128	228	267	42	91	31	24	38	98	401	464	212	21	54	68	175	11

Western Massachusetts

R. SCOUGALL
EMPLOYERS ASSN. OF W. MASS.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	237	279	236	272	201	230	194	208	250	257	276	260	260	282	331	295	239	211	275	-
FIRST QUARTILE	221	251	211	241	183	211	168	178	211	221	241	211	241	271	291	251	211	191	231	-
MEDIAN	241	271	241	271	201	231	191	201	231	241	271	261	251	281	338	281	231	201	261	-
THIRD QUARTILE	241	301	261	291	211	241	221	231	281	281	301	316	271	291	363	316	261	221	301	-
NO. COMPANIES	25	18	58	72	41	54	28	34	29	45	48	15	39	68	61	9	63	29	51	-
NO. EMPLOYEES	142	38	193	187	419	790	93	110	64	66	74	29	278	393	199	20	93	214	226	-

Worcester, MA

MS. Y. McGRATH
CMEA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	257	299	264	293	226	261	203	213	245	269	287	193	260	305	344	321	244	237	292	-
FIRST QUARTILE	241	261	211	251	201	221	183	201	211	231	261	138	231	271	301	291	211	201	231	-
MEDIAN	261	301	251	291	211	251	201	221	251	261	281	148	271	291	338	316	241	241	261	-
THIRD QUARTILE	281	338	281	316	241	281	221	221	271	291	316	241	281	348	388	338	271	281	338	-
NO. COMPANIES	29	14	92	85	55	74	25	34	37	53	47	16	56	81	89	6	88	33	62	-
NO. EMPLOYEES	66	17	238	173	367	577	113	119	86	75	84	98	233	440	230	48	144	106	265	-

York, PA

M. C. MILLER
THE STANDARD REGISTER CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	-	251	276	228	252	189	-	261	292	269	-	261	278	337	-	236	266	280	-
FIRST QUARTILE	221	-	201	261	201	211	158	-	201	241	221	-	241	241	291	-	178	251	221	-
MEDIAN	241	-	241	291	221	241	191	-	221	281	261	-	281	271	338	-	221	261	251	-
THIRD QUARTILE	281	-	301	316	251	291	211	-	338	338	281	-	281	316	363	-	261	316	338	-
NO. COMPANIES	8	-	17	19	11	17	8	-	5	10	15	-	12	15	18	-	18	9	12	-
NO. EMPLOYEES	34	-	56	45	40	104	17	-	10	19	23	-	69	85	66	-	19	60	59	-

EAST CENTRAL UNITED STATES

Akron, OH

H. DANNEMILLER
BETSY ROSS FOODS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	286	336	279	344	261	319	197	256	312	320	345	271	307	380	413	334	245	244	379	278
FIRST QUARTILE	241	291	221	291	211	261	148	201	251	231	291	241	261	301	338	316	201	211	316	201
MEDIAN	281	363	271	338	251	316	191	221	281	291	363	261	301	426	426	316	241	241	426	281
THIRD QUARTILE	316	363	338	388	301	388	221	261	388	388	388	291	338	476	501	363	261	261	426	316
NO. COMPANIES	14	7	27	35	24	27	18	22	18	22	24	13	27	35	28	4	28	19	15	5
NO. EMPLOYEES	56	16	165	275	278	471	70	74	44	47	66	39	605	563	196	14	61	133	146	13

Battle Creek-Kalamazoo, MI

MRS. L. A. DAVIS
W. K. KELLOGG FOUNDATION

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	293	300	297	309	253	281	215	251	252	319	320	215	295	314	372	391	254	-	280	-
FIRST QUARTILE	221	251	241	241	221	231	183	201	241	281	261	191	251	251	316	338	231	-	241	-
MEDIAN	281	291	281	301	231	261	221	231	251	291	291	201	281	301	363	388	251	-	281	-
THIRD QUARTILE	301	338	338	338	281	301	231	261	271	363	338	231	316	338	426	426	281	-	316	-
NO. COMPANIES	9	10	22	35	20	28	14	15	12	12	22	15	26	37	36	6	25	-	16	-
NO. EMPLOYEES	28	14	112	115	232	200	59	26	37	22	35	124	292	262	109	10	51	-	131	-

Canton, OH

H. DANNEMILLER
BETSY ROSS FOODS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	273	-	242	278	293	297	220	250	258	280	308	232	280	310	359	-	-	258	310	-
FIRST QUARTILE	201	-	201	251	211	211	173	211	221	231	231	211	221	261	316	-	-	211	241	-
MEDIAN	221	-	221	251	231	261	201	221	241	261	291	211	261	291	338	-		241	261	-
THIRD QUARTILE	316	-	261	291	388	388	221	281	261	291	388	261	281	338	388	-	-	281	426	-
NO. COMPANIES	8	-	16	19	12	17	8	11	11	12	13	4	13	19	18	-	-	13	6	-
NO. EMPLOYEES	22	-	60	113	166	150	38	32	38	23	29	32	150	122	73	-	-	95	45	-

Chicago, IL

V. A. TURNQUIST
AMER. COLLEGE OF SURGEONS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	285	335	249	294	271	309	211	216	256	298	301	247	290	344	399	339	263	229	317	279
FIRST QUARTILE	251	291	221	261	221	261	191	191	201	241	261	201	261	316	363	301	231	201	241	261
MEDIAN	281	338	241	301	261	291	211	201	251	301	301	241	291	338	388	338	261	221	316	271
THIRD QUARTILE	316	363	271	316	301	338	231	241	301	338	338	281	316	363	426	363	301	241	388	316
NO. COMPANIES	37	24	50	49	43	44	30	44	33	20	38	23	51	55	95	15	54	36	25	17
NO. EMPLOYEES	267	123	373	468	2222	1538	706	186	154	61	85	221	1282	1279	605	56	120	421	215	58

Cincinnati, OH

W. J. SCHUTTE
THE NAT'L. UNDERWRITER CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	263	298	249	296	229	274	209	234	303	288	313	203	291	312	357	325	245	219	381	296
FIRST QUARTILE	221	231	201	261	168	221	168	183	271	251	261	158	251	271	316	281	211	173	281	211
MEDIAN	271	291	231	291	221	271	211	221	291	281	301	178	301	316	363	316	241	211	426	316
THIRD QUARTILE	291	338	271	316	271	291	251	271	316	338	363	231	316	363	388	388	271	251	476	338
NO. COMPANIES	35	19	62	59	51	57	34	52	35	47	54	20	47	64	61	12	67	43	39	11
NO. EMPLOYEES	160	44	200	239	599	928	218	190	191	72	120	169	788	840	396	43	125	280	301	30

Cleveland, OH

E. R. SCHNUPP
ERNST & WHINNEY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	276	317	249	301	213	259	198	229	282	308	276	193	270	319	381	349	253	223	274	226
FIRST QUARTILE	231	281	221	261	183	221	173	201	183	251	231	168	241	281	338	338	221	191	231	191
MEDIAN	271	301	241	301	211	251	191	231	241	261	261	178	261	316	388	363	241	221	261	221
THIRD QUARTILE	316	363	261	338	241	291	211	251	388	316	316	201	301	363	426	363	281	251	291	241
NO. COMPANIES	20	11	20	26	14	18	16	20	10	11	19	9	19	22	28	10	28	13	13	11
NO. EMPLOYEES	93	13	68	70	125	201	60	70	45	16	35	128	136	201	144	180	57	47	150	18

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

Columbus, OH

MS. T. MATHIAS
STOKELY VAN CAMP, INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	228	281	234	288	209	267	189	213	-	271	256	278	259	294	344	-	219	204	268	-
FIRST QUARTILE	211	251	211	241	183	221	173	173	-	231	211	251	221	251	291	-	183	183	211	-
MEDIAN	231	281	221	281	201	271	178	201		261	241	251	251	281	338	-	221	201	251	-
THIRD QUARTILE	241	316	251	338	231	316	201	251	-	271	281	316	281	316	388	-	241	221	338	-
NO. COMPANIES	16	10	24	26	17	18	14	16	-	13	17	6	18	23	25	-	24	17	13	-
NO. EMPLOYEES	55	41	130	102	223	201	43	44	-	28	59	10	231	444	166	-	42	76	106	-

Dayton, OH

MS. C. PALMER
MANPOWER

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	256	292	249	282	221	273	197	216	264	280	266	202	245	279	353	289	233	232	256	223
FIRST QUARTILE	221	261	221	251	191	241	168	178	221	231	231	158	191	231	291	251	201	201	221	201
MEDIAN	251	281	241	281	221	271	191	211	251	291	261	158	241	271	363	281	221	241	241	211
THIRD QUARTILE	281	316	271	316	241	316	221	241	291	301	301	241	291	338	426	316	271	271	291	231
NO. COMPANIES	22	10	33	34	25	25	14	24	18	21	23	11	32	37	39	6	40	16	18	9
NO. EMPLOYEES	81	14	151	182	1006	419	54	81	48	33	48	64	357	470	243	94	93	111	224	19

Detroit Area, MI

G. SKAMIERA
MANUFACTURER'S NAT'L BANK

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	243	313	249	311	227	267	175	234	246	328	269	199	257	316	391	275	241	197	306	295
FIRST QUARTILE	231	261	221	261	183	211	153	201	201	261	153	178	211	281	338	261	211	158	251	251
MEDIAN	251	301	251	316	231	261	158	211	231	316	291	201	251	301	388	261	231	201	316	291
THIRD QUARTILE	251	338	281	363	251	316	201	271	271	363	338	221	291	338	426	291	271	221	363	316
NO. COMPANIES	16	15	26	27	23	20	13	19	16	10	20	6	23	28	26	6	30	15	12	9
NO. EMPLOYEES	44	16	100	126	387	409	133	80	33	15	47	146	209	246	113	25	50	206	97	17

Evansville, IN

MS. C. NIEMEIER
VISITING NURSE ASSOC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	-	243	275	205	229	179	197	230	259	253	191	243	295	308	-	239	231	264	-
FIRST QUARTILE	183	-	191	221	173	201	148	168	183	221	201	168	201	251	241	-	211	173	231	-
MEDIAN	241	-	231	281	191	211	173	183	241	271	251	183	241	301	291	-	231	261	271	-
THIRD QUARTILE	291	-	301	316	221	241	211	221	261	281	291	211	281	338	363	-	241	271	281	-
NO. COMPANIES	7	-	16	23	16	17	7	11	11	13	16	10	18	19	19	-	21	11	11	-
NO. EMPLOYEES	17	-	49	67	156	130	23	26	33	24	23	101	196	286	103	-	44	53	79	-

Fort Wayne, IN

MS. SARA SPRUNGER
CENTRAL SOYA CO., INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	248	276	290	325	231	289	204	-	301	293	309	-	274	313	351	-	247	232	280	-
FIRST QUARTILE	201	231	231	261	191	241	153	-	211	211	241	-	231	271	291	-	201	183	201	-
MEDIAN	261	261	301	301	221	291	168	-	261	251	301	-	251	301	338	-	241	221	231	-
THIRD QUARTILE	261	316	301	388	261	338	231	-	426	388	363	-	291	363	426	-	261	241	301	-
NO. COMPANIES	11	8	21	27	20	26	6	-	11	12	20	-	21	28	22	-	26	14	13	-
NO. EMPLOYEES	32	17	182	98	236	307	13	-	18	20	45	-	231	266	86	-	43	48	88	-

Indianapolis, IN

MS. M. DIGGS
AETNA LIFE INS.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	216	250	207	235	199	225	185	183	202	-	252	-	216	247	313	-	204	190	221	-
FIRST QUARTILE	201	201	183	211	183	201	168	168	191	-	211	-	191	221	281	-	173	173	191	-
MEDIAN	211	261	201	221	201	221	178	178	191	-	261	-	211	241	301	-	211	178	211	-
THIRD QUARTILE	231	271	231	251	211	241	191	191	211	-	271	-	231	271	338	-	231	201	221	-
NO. COMPANIES	10	6	10	11	9	7	11	10	9	-	10	-	9	6	11	-	13	8	6	-
NO. EMPLOYEES	37	12	48	45	93	56	52	24	14	-	13	-	64	77	52	-	17	27	20	-

Lansing, MI

MS. J. WALDO
MICH. FARM BUREAU INS. GP.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	230	311	255	283	-	-	-	-	-	-	-	-	336	-	-	-	369	-
FIRST QUARTILE	-	-	201	251	201	251	-	-	-	-	-	-	-	-	281	-	-	-	301	-
MEDIAN	-	-	221	281	201	251	-	-	-	-	-	-	-	-	338	-	-	-	388	-
THIRD QUARTILE	-	-	241	363	316	363	-	-	-	-	-	-	-	-	388	-	-	-	426	-
NO. COMPANIES	-	-	5	6	5	4	-	-	-	-	-	-	-	-	7	-	-	-	4	-
NO. EMPLOYEES	-	-	16	10	40	18	-	-	-	-	-	-	-	-	17	-	-	-	23	-

North/West Chicago, IL

P. E. BIBLER
EKCO HOUSEWARES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	274	292	244	277	217	264	203	211	260	270	311	-	282	315	371	360	245	231	275	260
FIRST QUARTILE	241	241	221	251	201	241	163	191	211	221	281	-	251	291	338	338	221	201	231	241
MEDIAN	271	271	241	271	211	251	191	211	251	261	316	-	271	316	363	363	241	231	261	251
THIRD QUARTILE	291	338	271	301	231	291	221	231	271	271	338	-	301	338	426	388	271	251	316	281
NO. COMPANIES	15	10	20	20	10	15	13	17	8	8	16	-	19	25	24	5	21	12	15	6
NO. EMPLOYEES	48	14	114	82	134	153	32	47	13	11	21	-	169	223	149	14	34	44	197	16

Peoria, IL

M. G. WEBER
FOSTER & GALLAGHER, INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	255	-	278	308	-	275	214	182	265	311	318	202	291	334	372	-	255	240	247	334
FIRST QUARTILE	221	-	221	261	-	221	173	148	211	231	271	163	241	281	316	-	221	211	191	261
MEDIAN	261	-	251	291	-	241	191	178	231	271	338	173	271	301	388	-	241	231	261	291
THIRD QUARTILE	271	-	291	316	-	291	221	191	316	316	338	231	301	363	426	-	281	251	291	426
NO. COMPANIES	11	-	21	21	-	13	7	13	9	10	14	11	16	17	14	-	16	11	10	5
NO. EMPLOYEES	54	-	70	83	-	387	67	52	14	15	16	64	130	194	40	-	31	209	145	10

Port Huron, MI

H. E. STIVER
SE MICHIGAN GAS CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	245	276	256	299	235	260	-	-	298	304	295	201	239	267	341	-	228	224	282	-
FIRST QUARTILE	221	251	221	261	201	231	-	-	261	261	241	178	191	251	301	-	201	201	221	-
MEDIAN	251	261	261	301	231	251	-	-	281	291	271	201	231	251	338	-	231	221	251	-
THIRD QUARTILE	271	316	291	338	281	281	-	-	338	338	338	211	281	301	363	-	261	261	316	-
NO. COMPANIES	9	6	19	28	17	22	-	-	7	15	15	8	19	23	26	-	23	16	16	-
NO. EMPLOYEES	13	10	64	64	73	84	-	-	13	16	20	98	60	150	50	-	26	98	91	-

Rockford, IL

L. T. GUEVREMONT
LIBERTY MUTUAL INS.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	243	266	237	291	224	246	196	210	296	268	297	200	268	299	318	-	238	218	285	-
FIRST QUARTILE	221	241	211	281	201	221	178	191	241	241	261	173	261	261	261	-	211	201	231	-
MEDIAN	231	251	231	281	231	241	191	201	316	261	281	201	271	291	316	-	241	221	301	-
THIRD QUARTILE	251	261	251	316	241	261	201	211	338	271	338	221	281	336	363	-	261	231	316	-
NO. COMPANIES	14	9	22	27	22	22	14	17	18	19	18	8	23	29	22	-	26	12	16	-
NO. EMPLOYEES	25	11	71	107	206	267	35	44	67	52	34	52	211	139	59	-	39	46	79	-

Toledo Area, OH

DR. N. C. ROBON
THE UNIVERSITY OF TOLEDO

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	294	296	274	317	248	289	233	246	296	323	311	210	308	353	396	289	274	275	304	274
FIRST QUARTILE	[illegible]1	251	221	251	201	241	178	201	251	271	271	168	271	301	338	241	221	241	251	211
MEDIAN	[illegible]	281	251	301	231	281	221	251	301	316	301	183	316	338	388	291	281	271	316	241
THIRD QUARTILE	338	338	316	363	301	316	261	281	316	388	338	221	338	426	476	316	316	301	338	316
NO. COMPANIES	26	10	44	44	33	44	21	26	23	30	39	24	40	56	44	7	50	26	24	13
NO. EMPLOYEES	75	11	139	127	355	565	71	50	36	48	67	253	266	292	170	33	90	168	200	22

West Michigan

K. GUINNUP
CORDUROY RUBBER CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	270	316	266	303	247	283	193	244	281	312	319	-	279	315	375	307	252	193	367	-
FIRST QUARTILE	231	261	261	281	221	261	158	221	241	316	301	-	261	301	338	271	241	168	291	-
MEDIAN	261	301	271	301	261	291	183	241	291	316	301	-	261	316	388	316	251	191	426	-
THIRD QUARTILE	301	363	271	338	261	316	201	271	301	316	338	-	316	338	426	338	261	201	426	-
NO. COMPANIES	21	15	25	27	19	19	17	20	16	12	20	-	19	32	31	5	34	9	15	-
NO. EMPLOYEES	71	21	228	136	307	169	47	60	22	118	54	-	378	329	153	46	86	47	167	-

WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

WEST CENTRAL UNITED STATES

Bismarck-Mandan, ND

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	236	270	234	269	196	223	164	215	-	-	332	240	241	271	312	-	226	175	374	-
FIRST QUARTILE	201	221	201	231	173	201	143	173	-	-	261	191	211	241	271	-	191	158	291	-
MEDIAN	231	251	231	261	191	221	163	201	-	-	316	221	241	261	301	-	211	173	426	-
THIRD QUARTILE	261	281	261	291	211	241	178	251	-	-	388	251	261	291	338	-	251	191	426	-
NO. COMPANIES	13	5	9	15	10	13	6	10	-	-	9	10	19	17	19	-	18	3	9	-
NO. EMPLOYEES	43	13	53	77	202	259	74	10	-	-	11	38	314	198	93	-	25	46	52	-

MS. L. KELLER DANS SUPER MARKET

Cedar Rapids, IA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	215	-	244	280	203	243	181	209	248	235	284	212	243	266	343	-	230	220	257	275
FIRST QUARTILE	191	-	211	241	191	221	158	168	191	201	241	178	231	251	291	-	191	191	201	271
MEDIAN	211	-	231	271	201	241	183	191	241	221	261	191	231	261	338	-	221	211	231	271
THIRD QUARTILE	241	-	271	301	231	261	201	231	271	261	316	231	241	271	363	-	241	231	281	281
NO. COMPANIES	8	-	14	15	10	14	6	12	6	8	11	5	13	15	14	-	13	9	6	3
NO. EMPLOYEES	23	-	93	63	96	163	38	26	15	17	14	10	109	156	73	-	24	75	31	11

MS. L. STONE HOLIDAY INN

Central Wisconsin

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	260	253	233	272	204	216	201	223	290	326	276	221	244	289	322	-	225	-	-	-
FIRST QUARTILE	211	241	191	201	168	201	173	191	231	251	211	178	221	251	271	-	178	-	-	-
MEDIAN	261	241	211	241	191	211	201	231	316	301	271	221	241	271	316	-	231	-	-	-
THIRD QUARTILE	281	271	261	301	211	231	221	241	338	476	301	251	271	301	363	-	241	-	-	-
NO. COMPANIES	10	5	14	22	15	15	10	10	13	13	15	11	13	16	22	-	19	-	-	-
NO. EMPLOYEES	35	32	39	46	33	130	55	28	19	18	20	43	64	74	62	-	29	-	-	-

MS. M. E. KARR CITIZENS NATIONAL BANK

Des Moines, IA

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	236	263	229	273	204	238	185	197	228	277	255	185	246	282	336	319	227	205	250	234
FIRST QUARTILE	221	241	201	231	191	201	163	173	201	231	231	135	231	251	291	241	201	191	221	191
MEDIAN	231	251	221	261	201	231	183	183	221	261	251	191	241	271	338	281	221	191	251	201
THIRD QUARTILE	251	281	251	316	221	261	201	221	251	338	271	211	271	316	363	388	251	221	281	291
NO. COMPANIES	45	31	51	59	48	54	37	50	36	27	40	26	46	47	52	11	54	31	33	19
NO. EMPLOYEES	222	63	408	236	1156	1242	301	233	115	45	147	187	1269	638	208	28	128	702	290	28

ST. PAUL FIRE & MARINE INS. CO.

K. KOTHENBEUTAL

Fargo-Moorhead, ND

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	238	-	244	294	196	218	175	171	242	341	276	247	263	261	332	-	217	261	238	-
FIRST QUARTILE	211	-	211	241	168	191	158	143	201	281	221	221	251	221	291	-	191	221	231	-
MEDIAN	251	-	241	281	191	211	183	163	231	338	281	221	251	261	316	-	231	271	231	-
THIRD QUARTILE	251	-	271	338	221	251	191	173	271	388	316	281	281	291	363	-	231	301	261	-
NO. COMPANIES	12	-	20	17	15	18	9	5	11	10	12	7	12	21	16	-	21	9	4	-
NO. EMPLOYEES	28	-	51	41	86	62	26	13	15	23	13	12	63	61	28	-	38	83	12	-

J. BORESKY FARGO CLINIC, LTD.

Kansas City, MO

TOTAL ALL TYPES OF BUSINESS — JOB CATEGORY

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	265	297	301	294	221	253	191	205	285	319	335	240	272	299	351	340	268	223	283	-
FIRST QUARTILE	231	251	231	261	191	221	148	163	201	261	261	201	231	251	316	291	221	191	251	-
MEDIAN	251	281	281	281	221	251	178	201	211	301	316	221	261	291	338	316	241	201	281	-
THIRD QUARTILE	301	338	363	316	241	291	221	231	363	363	426	281	301	338	388	338	301	231	301	-
NO. COMPANIES	18	19	35	34	25	29	16	30	20	20	19	11	31	31	32	7	33	21	22	-
NO. EMPLOYEES	67	40	137	117	656	435	98	78	52	33	43	57	299	266	168	10	59	263	161	-

L. QUIGLEY KANSAS CITY LIFE INS. CO.

Lincoln, NE

MS. M. REMMENGA
CITY OF LINCOLN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	249	250	256	284	191	231	184	213	250	254	282	200	245	262	315	263	199	-	291	221
FIRST QUARTILE	211	231	221	241	178	211	153	168	201	201	221	158	211	221	261	231	178	-	191	191
MEDIAN	221	231	251	281	191	221	178	201	231	241	271	211	231	251	301	251	191	-	281	211
THIRD QUARTILE	261	261	281	316	211	241	211	241	271	261	338	221	261	281	363	281	211	-	388	231
NO. COMPANIES	36	17	49	49	36	42	18	33	34	18	26	16	33	50	57	9	54	-	24	9
NO. EMPLOYEES	127	26	345	218	535	399	95	56	94	27	37	74	267	298	170	55	134	-	166	13

Madison, WI

D. FISHER
CUMIS INS. SOCIETY, INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	258	304	247	307	219	284	185	219	276	-	319	206	285	310	366	301	259	209	314	-
FIRST QUARTILE	221	261	201	241	191	211	168	173	211	-	241	168	231	251	316	261	211	183	291	-
MEDIAN	241	281	221	271	211	251	173	191	261	-	301	191	291	301	363	301	231	201	338	-
THIRD QUARTILE	271	316	271	363	231	388	183	241	291	-	363	231	338	363	426	338	291	221	338	-
NO. COMPANIES	16	10	17	20	18	19	11	16	8	-	11	6	20	22	18	5	20	12	9	-
NO. EMPLOYEES	70	27	82	133	188	163	125	31	25	-	16	40	115	129	110	18	25	124	240	-

Mid-Missouri

MS. C. WOOD
UNIVERSITY OF MISSOURI

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	267	250	243	276	229	268	221	239	283	272	322	216	234	264	289	-	218	210	276	-
FIRST QUARTILE	241	201	211	221	211	251	201	191	241	221	261	183	211	241	261	-	178	178	201	-
MEDIAN	271	221	241	281	231	271	221	221	271	281	338	191	221	251	281	-	201	211	221	-
THIRD QUARTILE	291	281	271	316	251	301	231	281	301	316	363	261	261	271	301	-	261	231	316	-
NO. COMPANIES	10	5	14	15	11	15	10	9	5	8	13	6	16	18	17	-	13	13	3	-
NO. EMPLOYEES	54	23	81	109	155	209	131	20	33	24	71	33	423	329	293	-	37	69	12	-

Milwaukee, WI

E. W. ERDMANN
THE HEIL CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	291	318	261	330	254	293	207	235	356	288	329	290	291	341	408	293	265	244	341	262
FIRST QUARTILE	241	271	221	271	221	251	168	201	251	221	271	251	231	281	338	231	221	201	301	211
MEDIAN	291	281	251	316	251	281	191	231	263	291	316	281	261	338	426	261	241	231	338	271
THIRD QUARTILE	316	338	291	388	281	338	231	261	476	316	363	291	338	388	501	338	291	271	388	291
NO. COMPANIES	21	12	30	35	26	30	26	26	18	25	25	16	32	33	32	6	37	26	15	8
NO. EMPLOYEES	89	25	162	171	277	518	92	85	78	49	72	34	382	590	254	20	73	190	201	16

Minneapolis-St. Paul, MN

R. E. DONNELLY
NASH FINCH CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	280	318	257	303	240	267	222	227	310	297	313	252	276	301	360	339	240	261	309	268
FIRST QUARTILE	241	271	221	261	211	231	183	191	261	231	261	221	251	261	316	291	211	201	251	211
MEDIAN	271	316	251	291	231	251	201	211	301	271	301	241	271	291	363	338	231	241	301	241
THIRD QUARTILE	301	338	271	338	261	281	231	241	338	338	338	271	301	338	388	363	261	281	338	301
NO. COMPANIES	69	48	103	110	60	91	54	81	47	52	66	31	93	124	119	25	128	55	59	27
NO. EMPLOYEES	244	85	509	451	408	594	216	162	108	110	95	145	850	1077	511	59	254	657	297	38

Omaha, NE

L. L. JOHNSON
PHYSICIANS MUTUAL INS. CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	206	-	209	228	175	194	-	161	186	237	-	-	201	237	275	-	198	188	260	-
FIRST QUARTILE	183	-	183	201	163	168	-	138	158	163	-	-	191	221	261	-	178	178	191	-
MEDIAN	201	-	201	221	168	191	-	158	168	231	-	-	191	221	261	-	183	183	201	-
THIRD QUARTILE	221	-	231	251	183	201	-	173	211	241	-	-	201	251	261	-	211	201	316	-
NO. COMPANIES	10	-	13	12	7	7	-	6	7	6	-	-	6	10	8	-	13	4	7	-
NO. EMPLOYEES	87	-	76	79	129	73	-	34	25	11	-	-	164	181	80	-	18	85	45	-

Quad Cities

C. W. BECKER
DAVENPORT BANK & TRUST

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	255	275	315	307	270	291	206	256	304	268	309	219	283	306	355	355	261	241	297	327
FIRST QUARTILE	221	251	251	261	221	241	168	183	251	191	251	178	221	251	281	338	201	201	231	316
MEDIAN	251	291	363	291	251	301	191	251	291	281	301	201	301	301	363	363	241	221	251	338
THIRD QUARTILE	271	301	363	363	316	338	231	301	316	316	363	251	338	363	426	426	316	271	388	363
NO. COMPANIES	11	6	19	21	15	18	13	9	6	10	15	10	19	20	20	6	21	14	14	4
NO. EMPLOYEES	40	12	100	58	199	136	41	19	11	11	17	67	114	74	50	10	28	55	46	11

	WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

St. Louis, MO

R. BEUMER
ST. LOUIS CHAPTER

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	236	-	214	268	195	243	183	204	233	-	276	-	228	272	325	-	232	207	306	-
FIRST QUARTILE	211	-	191	241	178	221	148	178	178	-	241	-	211	241	271	-	191	178	261	-
MEDIAN	231	-	221	261	201	231	183	211	221	-	271	-	231	261	316	-	221	201	316	-
THIRD QUARTILE	261	-	231	291	211	261	211	221	281	-	316	-	251	316	363	-	261	221	338	-
NO. COMPANIES	14	-	19	17	13	16	15	17	10	-	14	-	15	24	22	-	22	14	11	-
NO. EMPLOYEES	42	-	54	80	133	297	71	40	20	-	29	-	101	209	103	-	27	89	68	-

Southern Minnesota

O. AMBROSON
PRODUCTION CREDIT ASSOC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	235	-	257	265	227	251	-	172	-	-	285	236	247	251	320	-	248	194	311	-
FIRST QUARTILE	221	-	201	231	201	221	-	143	-	-	241	211	231	221	291	-	221	173	261	-
MEDIAN	231	-	241	271	221	251	-	158	-	-	291	221	241	251	316	-	271	183	301	-
THIRD QUARTILE	241	-	271	281	241	281	-	201	-	-	316	251	261	281	338	-	271	211	338	-
NO. COMPANIES	4	-	14	16	9	9	-	6	-	-	9	7	14	19	15	-	13	4	10	-
NO. EMPLOYEES	11	-	22	28	24	42	-	15	-	-	10	30	74	73	23	-	65	49	29	-

Topeka, KS

MS. M. EAKINS
SECURITY BENEFIT LIFE INS. CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	221	273	197	253	200	231	191	189	256	256	245	207	256	271	329	-	217	202	276	211
FIRST QUARTILE	211	251	163	201	191	211	163	173	201	201	191	178	221	241	291	-	191	183	241	183
MEDIAN	221	281	201	251	191	231	191	183	241	231	231	201	251	271	316	-	211	201	291	211
THIRD QUARTILE	231	291	221	281	211	241	211	201	291	316	271	211	291	291	363	-	231	211	316	231
NO. COMPANIES	11	8	15	20	13	15	17	16	13	10	12	10	17	23	20	-	16	12	6	8
NO. EMPLOYEES	62	19	107	123	118	182	114	44	20	13	23	67	179	179	67	-	33	28	109	20

Waterloo-Cedar Falls, IA

W. ANDERSON
WATERLOO INDUSTRIES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	228	-	225	253	208	231	161	175	277	266	250	199	249	281	321	-	215	208	307	254
FIRST QUARTILE	211	-	221	231	183	191	148	158	201	241	221	178	231	251	281	-	201	191	231	183
MEDIAN	221	-	221	251	211	241	163	158	291	271	241	178	241	271	316	-	201	201	271	241
THIRD QUARTILE	231	-	241	261	221	251	168	183	316	301	281	221	271	338	338	-	231	211	426	261
NO. COMPANIES	7	-	12	9	13	13	5	8	8	11	10	11	10	14	13	-	13	6	10	4
NO. EMPLOYEES	19	-	55	51	120	142	19	27	21	13	13	101	106	63	43	-	35	37	90	21

Wichita, KS

MS. M. F. ARNOLD
OLSTEN TEMPORARY SERVICES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	264	298	285	290	225	283	176	210	304	-	280	236	308	307	354	315	240	219	270	-
FIRST QUARTILE	241	271	231	251	191	221	168	191	301	-	231	221	251	281	316	291	211	211	221	-
MEDIAN	281	291	271	291	211	251	173	201	316	-	261	221	281	301	363	301	221	231	281	-
THIRD QUARTILE	281	316	291	316	231	281	191	221	338	-	281	241	316	316	388	338	251	231	316	-
NO. COMPANIES	12	10	17	19	10	15	8	11	9	-	12	5	19	22	20	4	21	12	7	-
NO. EMPLOYEES	53	16	81	174	182	266	34	25	41	-	29	49	282	247	109	4	39	129	40	-

Anderson, SC

SOUTHERN UNITED STATES

J. LANCASTER
DUKE POWER CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	207	245	163	238	-	-	-	-	-	304	200	238	-	-	-	-	299	-
FIRST QUARTILE	-	-	183	201	135	211	-	-	-	-	-	291	183	201	-	-	-	-	291	-
MEDIAN	-	-	201	241	153	231	-	-	-	-	-	316	201	221	-	-	-	-	301	-
THIRD QUARTILE	-	-	221	271	191	261	-	-	-	-	-	338	211	271	-	-	-	-	316	-
NO. COMPANIES	-	-	5	8	5	7	-	-	-	-	-	3	4	9	-	-	-	-	3	-
NO. EMPLOYEES	-	-	10	19	34	16	-	-	-	-	-	10	39	32	-	-	-	-	16	-

Atlanta, GA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															C. J. CRYSLER GULF INSURANCE CO.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	276	342	231	268	216	265	190	209	238	252	250	194	270	309	356	273	217	208	257	182
FIRST QUARTILE	261	291	201	241	191	221	163	173	163	178	183	158	221	261	316	221	178	178	241	148
MEDIAN	271	316	221	261	221	261	173	201	231	261	251	178	271	316	338	221	211	201	261	148
THIRD QUARTILE	291	388	251	291	241	301	211	231	316	301	281	231	301	338	426	301	241	221	281	241
NO. COMPANIES	17	11	18	19	16	16	13	20	13	7	15	7	17	25	19	5	25	11	10	4
NO. EMPLOYEES	93	30	213	243	209	362	82	74	71	14	61	33	332	435	188	20	55	102	127	14

Baltimore, MD

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															D. ZABEL MARYLAND CUP CORP.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	258	303	243	275	207	233	204	211	261	278	292	-	259	306	357	317	229	225	306	267
FIRST QUARTILE	221	271	211	241	183	211	178	183	211	241	261	-	231	271	338	301	201	201	291	211
MEDIAN	261	301	241	271	211	221	211	241	261	261	291	-	251	301	363	316	211	221	301	271
THIRD QUARTILE	281	338	261	301	231	251	211	241	301	316	316	-	281	338	388	338	261	261	316	271
NO. COMPANIES	9	9	21	21	18	16	10	15	11	12	12	-	17	24	23	3	22	13	12	8
NO. EMPLOYEES	32	21	69	115	62	86	56	44	26	23	22	-	192	289	139	32	43	46	160	11

Birmingham, AL

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															MRS. J. GRIMMETT LIBERTY NAT'L LIFE INS. CO.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	259	299	240	291	208	243	204	209	248	270	276	202	242	274	315	314	226	216	254	222
FIRST QUARTILE	231	241	201	261	183	221	173	178	201	221	261	178	211	241	271	291	191	183	211	191
MEDIAN	261	291	251	281	201	251	201	201	231	241	281	191	241	261	301	316	221	201	251	211
THIRD QUARTILE	291	338	281	338	221	261	231	221	301	316	281	221	261	301	338	338	251	231	281	261
NO. COMPANIES	13	6	23	23	22	23	19	20	17	19	23	19	24	27	26	8	29	20	12	8
NO. EMPLOYEES	60	11	170	168	481	861	146	63	76	38	105	142	457	638	271	51	89	217	63	10

Charlotte, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															MS. L. DONALDSON EASTMAN KODAK CO.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	306	-	-	278	277	291	222	232	357	251	266	231	280	288	325	-	220	211	325	-
FIRST QUARTILE	261	-	-	231	221	211	191	201	211	221	231	211	241	251	291	-	201	191	241	-
MEDIAN	291	-	-	251	291	271	221	221	476	241	261	221	261	271	316	-	211	211	281	-
THIRD QUARTILE	363	-	-	316	316	363	241	261	476	271	291	271	291	301	338	-	241	231	426	-
NO. COMPANIES	18	-	-	41	30	28	7	27	18	13	36	9	35	43	45	-	45	20	16	-
NO. EMPLOYEES	109	-	-	284	523	513	36	71	69	26	74	23	520	445	247	-	66	145	532	-

Chattanooga, TN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															O. REEVES BLUE CROSS			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	192	-	223	287	205	252	167	156	298	298	277	285	248	277	383	-	225	276	288	-
FIRST QUARTILE	158	-	168	191	163	211	153	135	163	231	211	241	211	201	316	-	191	191	211	-
MEDIAN	173	-	221	251	201	231	163	153	281	261	251	231	241	271	426	-	211	231	241	-
THIRD QUARTILE	221	-	241	338	231	281	183	163	426	363	291	338	271	316	426	-	261	363	426	-
NO. COMPANIES	4	-	9	11	6	10	8	11	9	11	13	6	13	14	13	-	11	10	7	-
NO. EMPLOYEES	16	-	35	45	46	117	38	82	28	16	19	10	140	112	35	-	30	54	305	-

Columbia, SC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															G. W. BAILEY FARM BUREAU			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	211	-	234	268	239	267	175	209	250	251	275	256	260	286	347	-	231	222	293	-
FIRST QUARTILE	191	-	191	241	201	231	148	173	178	211	241	221	221	261	316	-	201	183	261	-
MEDIAN	211	-	241	261	231	271	148	191	261	231	271	261	241	271	338	-	211	221	316	-
THIRD QUARTILE	221	-	251	281	281	316	178	231	271	301	301	291	301	301	388	-	261	261	338	-
NO. COMPANIES	6	-	14	11	9	14	7	12	9	11	12	4	14	15	17	-	17	11	9	-
NO. EMPLOYEES	12	-	41	42	106	123	43	28	22	22	20	21	129	125	79	-	36	86	223	-

Dallas, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															M. STEWART REPUBLIC NATIONAL LIFE INS.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	290	354	266	312	269	321	223	224	304	329	304	256	315	333	384	369	251	239	298	253
FIRST QUARTILE	261	301	241	281	231	271	183	191	281	281	271	201	271	291	338	316	211	211	261	211
MEDIAN	281	338	261	301	251	301	231	211	301	338	301	211	301	316	388	363	251	221	301	261
THIRD QUARTILE	301	388	291	338	291	388	251	251	338	388	338	316	338	363	426	388	281	251	316	271
NO. COMPANIES	33	21	36	38	24	30	30	37	19	26	34	15	36	40	41	11	39	23	19	11
NO. EMPLOYEES	335	43	335	321	867	651	152	128	182	107	200	99	613	780	479	43	103	219	121	19

	WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

East Tennessee

K. E. WILLYARD
IBM CORPORATION

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	275	337	258	254			-	-	-	210	249	297	356	-	325	-	-	-
FIRST QUARTILE	-	-	241	316	211	201			-	-	-	183	201	251	338	-	271	-	-	-
MEDIAN	-	-	261	338	261	211			-	-	-	201	241	291	338	-	363	-	-	-
THIRD QUARTILE	-	-	316	363	316	338			-	-	-	231	281	338	388	-	363	-	-	-
NO. COMPANIES		-	6	6	4	4					-	5	5	8	7	-	7	-	-	-
NO. EMPLOYEES		-	49	28	136	96					-	94	41	59	14	-	92	-	-	-

Fort Worth, TX

MS. D. KEENE
NATIONAL TRUCKERS SERVICE

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	245	-	237	327	237	274	216	208	246	280	304	225	277	308	362	345	245	218	289	-
FIRST QUARTILE	201	-	201	271	191	211	183	173	211	231	261	178	251	271	316	316	211	191	231	-
MEDIAN	241	-	241	316	241	251	221	201	231	251	301	231	281	316	363	338	241	201	291	-
THIRD QUARTILE	271	-	271	388	271	316	251	231	261	316	338	241	301	338	388	363	271	241	363	-
NO. COMPANIES	13	-	26	27	16	18	17	20	11	15	18	9	23	27	25	5	30	14	13	-
NO. EMPLOYEES	32	-	176	136	151	148	56	44	43	23	33	52	364	280	164	12	70	100	141	-

Greater Knoxville, TN

DR. B. BROWN
UNIV. OF TENNESSEE

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	247	308	253	300	213	241	227	215	287	262	266	207	225	275	331	326	239	248	336	271
FIRST QUARTILE	251	301	211	251	211	201	231	201	183	251	251	168	168	231	281	316	191	231	281	271
MEDIAN	251	316	251	301	231	261	241	231	261	261	271	183	221	281	338	316	251	251	301	281
THIRD QUARTILE	251	316	251	316	231	271	251	231	388	281	271	241	251	316	363	338	271	261	436	291
NO. COMPANIES	11	5	12	13	12	11	7	7	7	8	10	6	13	15	17	3	14	6	13	4
NO. EMPLOYEES	326	71	79	67	484	292	155	102	93	160	54	52	320	196	98	52	43	1504	168	36

Greater Orlando, FL

L. PACE, C.A.M.
RED LOBSTER INNS OF AMERICA

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	243	289	235	275	205	239	194	197	211	245	249	184	239	296	332	293	227	226	309	242
FIRST QUARTILE	221	251	211	231	173	211	163	173	178	221	221	168	211	261	281	261	201	201	211	211
MEDIAN	241	281	231	261	191	231	178	191	191	231	251	178	231	291	338	301	221	221	338	251
THIRD QUARTILE	271	316	261	338	221	251	211	221	241	261	271	191	261	338	388	316	251	261	388	261
NO. COMPANIES	19	11	25	25	16	20	11	20	15	14	17	8	22	29	29	7	26	12	5	8
NO. EMPLOYEES	98	48	336	252	460	261	215	60	44	40	69	148	446	606	208	33	54	388	140	20

Greensboro, NC

MS. E. CHANCE
CIBA-GEIGY

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	267	329	240	275	229	249	177	200	240	279	254	221	253	280	329	278	236	221	267	-
FIRST QUARTILE	251	316	201	231	221	221	168	178	221	261	231	191	241	251	301	241	221	191	221	-
MEDIAN	281	338	231	271	231	251	178	191	261	271	251	211	251	281	316	261	231	221	251	-
THIRD QUARTILE	281	363	281	316	231	281	178	211	261	316	281	231	281	316	338	316	261	241	291	-
NO. COMPANIES	13	9	15	21	16	17	7	10	9	8	11	8	13	21	20	4	23	7	10	-
NO. EMPLOYEES	50	26	89	114	145	240	19	24	43	10	33	44	152	182	119	71	36	80	67	-

Greenville, SC

J. E. HALL
CANAL INS. CO.

TOTAL ALL TYPES OF BUSINESS

JOB CATEGORY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	223	254	216	241	199	225	182	194	-	257	250	205	233	252	301	264	217	204	236	-
FIRST QUARTILE	201	211	201	211	191	201	168	168	-	221	221	183	201	231	261	241	191	191	221	-
MEDIAN	221	231	221	231	191	221	173	183	-	241	241	211	221	251	316	241	211	211	231	-
THIRD QUARTILE	231	271	231	261	201	241	201	211	-	261	261	231	251	271	338	316	231	221	251	-
NO. COMPANIES	15	13	23	28	27	26	16	24	-	13	24	8	29	32	28	6	25	25	9	-
NO. EMPLOYEES	33	17	78	53	269	117	70	36	-	20	24	49	209	181	63	10	39	103	79	-

Hampton Roads, VA

E. W. TIMMONS
T.A.A.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	235	-	211	257	209	196	176	205	229	265	275	-	276	272	301	-	200	241	255	-
FIRST QUARTILE	211	-	183	221	178	158	143	158	173	241	231	-	231	241	271	-	178	178	211	-
MEDIAN	231	-	201	251	211	183	168	211	231	251	241	-	251	261	291	-	191	221	231	-
THIRD QUARTILE	261	-	241	291	241	221	191	241	271	281	291	-	281	316	338	-	231	261	261	-
NO. COMPANIES	13	-	15	20	15	20	12	15	8	10	13	-	17	19	21	-	26	9	7	-
NO. EMPLOYEES	20	-	102	74	96	282	25	27	23	20	14	-	96	104	56	-	35	35	34	-

Houston, TX

A. J. CHELETTE
AIRCO INDUSTRIAL GASES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	319	392	295	322	279	329	316	240	-	316	362	-	290	346	424	390	260	254	291	-
FIRST QUARTILE	291	363	261	281	251	281	241	211	-	281	301	-	271	316	363	363	211	221	261	-
MEDIAN	316	388	281	316	281	338	281	221	-	291	338	-	291	338	426	363	261	241	271	-
THIRD QUARTILE	338	388	316	363	301	363	338	261	-	316	388	-	316	363	476	426	281	261	316	-
NO. COMPANIES	11	6	7	8	5	11	5	6	-	6	5	-	5	10	14	3	13	5	6	-
NO. EMPLOYEES	74	22	19	40	180	119	18	69	-	10	19	-	40	148	66	18	30	20	16	-

Jacksonville, FL

MS. M. PETERS
STOCTON, WHATLEY, DAVIN & CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	246	-	215	258	209	263	172	198	232	283	251	210	237	273	331	277	220	192	250	-
FIRST QUARTILE	201	-	191	231	183	241	158	173	211	241	211	191	221	241	281	271	201	173	241	-
MEDIAN	221	-	211	261	201	261	168	183	231	291	231	211	241	261	316	281	221	191	261	-
THIRD QUARTILE	281	-	231	291	231	291	183	211	261	316	271	221	241	291	363	291	231	221	261	-
NO. COMPANIES	14	-	29	24	23	22	9	21	11	15	20	10	20	30	27	4	23	14	16	-
NO. EMPLOYEES	28	-	141	200	530	713	71	48	51	27	39	22	192	380	132	28	47	101	412	-

Lexington, KY

L. BOWYER
ASHLAND OIL CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	213	-	206	245	210	235	167	189	-	241	244	-	220	269	299	276	209	226	199	-
FIRST QUARTILE	183	-	158	201	168	201	135	168	-	201	221	-	191	251	261	231	168	231	158	-
MEDIAN	221	-	211	251	221	241	153	191	-	231	241	-	211	271	291	251	211	241	191	-
THIRD QUARTILE	221	-	241	291	251	271	201	201	-	261	271	-	231	301	316	338	241	241	241	-
NO. COMPANIES	5	-	12	11	7	8	8	9	-	3	7	-	10	13	11	5	12	4	7	-
NO. EMPLOYEES	12	-	90	54	81	85	40	23	-	20	10	-	66	98	37	34	17	28	90	-

Louisville, KY

R. L. ZEHNDER
CITIZENS FIDELITY MORTGAGE CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	253	241	245	293	234	275	192	217	266	294	291	237	256	270	337	313	228	216	292	-
FIRST QUARTILE	221	211	211	241	201	241	183	171	221	241	241	168	211	221	291	261	191	191	251	-
MEDIAN	251	221	241	271	221	261	191	211	251	291	271	211	251	261	338	301	221	211	291	-
THIRD QUARTILE	271	271	261	316	261	301	191	241	301	338	316	291	291	316	363	316	261	231	338	-
NO. COMPANIES	25	13	43	46	41	45	15	30	18	25	32	22	38	50	46	5	47	24	23	-
NO. EMPLOYEES	74	37	204	178	378	603	66	66	34	29	55	137	336	434	218	10	87	184	184	-

Nashville, TN

MRS. S. B. HUTSON
KELLY SERVICES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	233	-	221	253	-	215	173	-	229	-	-	-	262	301	345	-	227	206	-	-
FIRST QUARTILE	231	-	201	231	-	191	143	-	231	-	-	-	241	281	316	-	211	191	-	-
MEDIAN	241	-	231	241	-	211	163	-	231	-	-	-	261	291	338	-	211	211	-	-
THIRD QUARTILE	251	-	231	271	-	221	173	-	231	-	-	-	281	316	363	-	231	211	-	-
NO. COMPANIES	5	-	7	6	-	4	6	-	3	-	-	-	6	9	5	-	9	5	-	-
NO. EMPLOYEES	15	-	55	36	-	19	13	-	13	-	-	-	106	84	29	-	31	53	-	-

Northwest Georgia

MRS. V. RAY
HAIGLER & COMPANY INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																		
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	-	315	-	251	-	-	-	-	-	-	-	300	-	-	-	-	267	-
FIRST QUARTILE	-	-	-	291	-	221	-	-	-	-	-	-	-	251	-	-	-	-	241	-
MEDIAN	-	-	-	316	-	241	-	-	-	-	-	-	-	291	-	-	-	-	261	-
THIRD QUARTILE	-	-	-	363	-	281	-	-	-	-	-	-	-	338	-	-	-	-	291	-
NO. COMPANIES	-	-	-	9	-	7	-	-	-	-	-	-	-	5	-	-	-	-	6	-
NO. EMPLOYEES	-	-	-	10	-	24	-	-	-	-	-	-	-	17	-	-	-	-	17	-

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR

Oklahoma City, OK

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																MS. M. STOECKER FRONTIER CITY			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	298	400	248	342	208	-	-	-	258	-	294	312	359	-	-	272	-	-
FIRST QUARTILE	-	-	221	291	183	251	158	-	-	-	183	-	221	241	271	-	-	201	-	-
MEDIAN	-	-	271	476	211	426	183	-	-	-	241	-	261	301	316	-	-	338	-	-
THIRD QUARTILE	-	-	388	476	338	426	221	-	-	-	301	-	388	426	501	-	-	338	-	-
NO. COMPANIES	-	-	9	7	6	7	5	-	-	-	7	-	8	11	6	-	-	3	-	-
NO. EMPLOYEES	-	-	68	40	70	124	23	-	-	-	16	-	71	70	25	-	-	43	-	-

Research Triangle, NC

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																W. DELANTY UNION CARBIDE			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	226	221	216	258	219	253	184	206	203	259	262	-	228	266	309	-	219	190	254	218
FIRST QUARTILE	201	191	191	221	191	221	168	183	163	231	231	-	201	231	281	-	191	173	221	191
MEDIAN	221	191	201	251	211	251	178	201	183	261	261	-	221	261	316	-	211	183	251	221
THIRD QUARTILE	251	261	241	281	241	281	201	221	221	281	281	-	251	291	338	-	241	211	281	251
NO. COMPANIES	22	16	33	37	21	28	13	22	23	21	30	-	28	41	40	-	39	15	21	10
NO. EMPLOYEES	142	78	189	249	2241	758	145	144	135	23	74	-	1209	1767	667	-	88	219	132	14

Richmond, VA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																MS. C. C. WARNCKE FIDELITY BANKERS LIFE INS. CO.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	248	287	232	267	211	234	227	207	238	286	259	238	235	280	334	285	226	216	246	216
FIRST QUARTILE	221	261	211	221	183	211	183	183	183	221	221	201	211	251	281	251	201	201	231	191
MEDIAN	241	281	231	261	201	221	221	201	221	271	271	241	231	281	316	281	221	211	241	211
THIRD QUARTILE	271	316	261	301	231	261	241	231	251	316	291	271	261	316	363	316	251	241	261	241
NO. COMPANIES	33	19	40	36	34	32	22	33	19	19	23	17	32	42	48	12	37	24	21	14
NO. EMPLOYEES	161	53	326	180	577	969	159	125	39	27	67	58	744	716	272	153	76	443	283	24

Roanoke, VA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																MS. J. HOLBROOK ROANOKE COUNTY SCHOOLS			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	221	-	227	275	194	216	182	199	301	-	261	222	247	281	344	262	216	213	268	-
FIRST QUARTILE	183	-	201	221	178	201	163	168	201	-	211	178	221	241	301	231	191	178	231	-
MEDIAN	221	-	221	261	191	221	191	191	338	-	251	221	251	281	338	261	201	191	251	-
THIRD QUARTILE	231	-	251	301	201	221	191	201	363	-	281	241	271	316	388	281	231	251	338	-
NO. COMPANIES	11	-	13	18	14	13	7	10	9	-	10	7	14	15	24	5	19	6	11	-
NO. EMPLOYEES	29	-	56	46	191	164	46	18	15	-	18	14	131	117	66	28	33	24	105	-

San Antonio, TX

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																M. GARVIN INA			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	224	273	231	249	184	225	169	184	226	-	-	-	231	267	324	-	212	194	310	-
FIRST QUARTILE	201	251	191	231	173	201	168	173	201	-	-	-	201	221	251	-	191	183	291	-
MEDIAN	211	261	221	241	178	231	168	183	221	-	-	-	231	281	316	-	211	191	316	-
THIRD QUARTILE	251	291	261	271	191	231	173	191	241	-	-	-	251	301	363	-	231	201	338	-
NO. COMPANIES	7	4	13	12	12	12	10	12	7	-	-	-	16	12	15	-	15	13	6	-
NO. EMPLOYEES	22	15	76	48	197	157	98	40	14	-	-	-	230	179	101	-	51	99	390	-

Tulsa, OK

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																MS. P. HERRIAGE T. D. WILLIAMSON, INC.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	242	281	256	277	222	274	188	200	226	279	316	236	243	273	313	-	235	211	295	230
FIRST QUARTILE	221	221	221	231	211	231	158	173	183	241	251	191	183	211	251	-	191	168	271	191
MEDIAN	241	281	241	271	231	261	183	191	211	291	316	221	251	271	291	-	241	201	291	221
THIRD QUARTILE	251	338	291	301	231	316	201	221	241	301	338	271	271	316	363	-	271	241	316	251
NO. COMPANIES	13	11	16	17	13	11	8	13	11	10	13	10	16	17	19	-	18	9	7	6
NO. EMPLOYEES	41	28	82	118	225	128	24	42	50	18	17	25	351	289	145	-	41	90	192	21

Washington, DC

MS. C. D. McGOWAN, C.A.M. FOX AND COMPANY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	298	-	265	331	246	320	200	228	242	268	-	-	278	330	396	-	261	-	242	-
FIRST QUARTILE	271	-	211	301	221	261	168	201	211	241	-	-	231	291	338	-	211	-	168	-
MEDIAN	301	-	261	316	251	291	178	231	231	251	-	-	291	316	426	-	271	-	251	-
THIRD QUARTILE	316	-	301	363	251	388	221	271	271	301	-	-	291	363	426	-	316	-	271	-
NO. COMPANIES	11	-	11	11	6	10	7	10	9	7	-	-	10	13	12	-	12	-	5	-
NO. EMPLOYEES	27	-	27	34	57	57	29	27	18	11	-	-	108	132	52	-	14	-	11	-

Winston-Salem, NC

M. R. KNIGHT R. J. REYNOLDS TOBACCO CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	249	258	290	352	249	349	194	223	253	293	315	213	245	362	393	-	240	271	300	-
FIRST QUARTILE	211	241	221	291	211	241	183	191	201	221	251	191	201	271	316	-	191	231	261	-
MEDIAN	231	241	261	388	221	388	191	211	251	291	291	211	231	426	426	-	221	241	261	-
THIRD QUARTILE	281	271	388	426	251	426	211	388	261	316	388	221	271	426	476	-	241	363	388	-
NO. COMPANIES	6	4	10	14	11	11	6	7	8	9	14	8	10	14	17	-	15	6	9	-
NO. EMPLOYEES	41	30	74	54	154	216	47	13	20	13	34	68	217	296	99	-	35	32	86	-

Bakersfield, CA

WESTERN UNITED STATES

MS. M. McKNIGHT BA-VALLEY INDUSTRIAL SUPPLY

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	280	341	314	332	223	221	287	-	299	-	297	371	401	-	267	238	253	-
FIRST QUARTILE	-	-	251	316	261	271	191	191	251	-	261	-	241	281	338	-	221	221	221	-
MEDIAN	-	-	271	338	316	338	211	221	291	-	281	-	281	338	388	-	241	221	241	-
THIRD QUARTILE	-	-	316	363	338	388	251	271	316	-	301	-	338	476	425	-	271	261	261	-
NO. COMPANIES			8	10	6	7	4	4	3	-	4	-	6	8	8	-	9	4	3	-
NO. EMPLOYEES			33	59	37	77	28	10	13	-	11	-	16	21	12	-	11	27	28	-

Boise, ID

R. WARANKE BLUE CROSS OF IDAHO

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	242	291	228	293	-	250	185	200			270	250	249	256	329	242	217	213	-	-
FIRST QUARTILE	211	251	211	271	-	231	168	183			251	231	241	231	301	221	191	201	-	-
MEDIAN	241	291	231	291	-	251	178	201	-	-	251	241	241	241	338	231	211	291	-	
THIRD QUARTILE	261	316	241	301	-	261	201	211	-	-	281	261	261	281	363	261	231	221	-	-
NO. COMPANIES	13	6	12	13	-	14	13	14			8	8	12	17	15	4	14	7	-	-
NO. EMPLOYEES	86	16	204	77	-	473	45	39			22	126	94	481	168	84	89	96	-	-

Colorado Springs, CO

C. SHAFFER THE MARSHALL GROUP-MG TEMPS

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	235	-	233	311	256	262	214	227	287	-	288	261	274	307	341	223	218	214	219	-
FIRST QUARTILE	191	-	191	261	231	231	163	168	251	-	261	201	241	281	271	221	191	153	173	-
MEDIAN	231	-	221	301	251	271	221	221	301	-	301	271	281	316	363	241	221	211	193	
THIRD QUARTILE	261	-	251	363	281	281	241	241	316	-	316	291	316	338	388	316	241	261	201	
NO. COMPANIES	10	-	12	14	5	10	8	9	4	-	11	6	10	17	17	5	19	5	4	-
NO. EMPLOYEES	28	-	33	56	100	84	15	12	21	-	19	19	110	154	66	14	27	55	25	-

El Paso, TX

MS. T. MADDOX KELLY SERVICES, INC.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	245	-	222	226	201	223	168	188	-	251	235	182	208	240	301	-	188	187	234	
FIRST QUARTILE	221	-	201	201	178	178	153	173	-	191	221	163	183	221	241	-	163	168	221	-
MEDIAN	251	-	221	221	191	211	163	173	-	251	231	178	211	231	291	-	178	178	231	-
THIRD QUARTILE	261	-	231	231	221	251	178	201	-	281	261	191	231	261	363	-	221	201	261	-
NO. COMPANIES	6		14	11	12	13	7	9	-	10	10	3	9	11	13	-	17	7	11	-
NO. EMPLOYEES	40		34	35	123	183	20	16	-	16	14	21	36	56	27	-	30	21	55	-

Eugene, OR

MS. R. EDWARDS EUGENE WATER & ELECTRIC BD.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	301	351	220	263	-	-	213	-	340	306	285	275	328	-	-	365	361	-
FIRST QUARTILE	-	-	251	301	191	231	-	-	168	-	316	281	241	241	301	-	-	363	281	-
MEDIAN	-	-	291	338	211	271	-	-	221	-	338	338	291	261	338	-	-	363	338	-
THIRD QUARTILE	-	-	316	388	241	291	-	-	221	-	363	363	338	281	338	-	-	363	476	-
NO. COMPANIES	-	-	11	20	13	16	-	-	8	-	9	4	14	13	18	-	-	3	12	-
NO. EMPLOYEES	-	-	45	49	169	204	-	-	15	-	10	11	45	177	169	-	-	12	28	-

	WORD PROCESSING OPERATOR	LEAD WORD PROCESSING OPERATOR	ACCOUNTING CLERK LEVEL B	ACCOUNTING CLERK - LEVEL A	GENERAL CLERK - LEVEL B	GENERAL CLERK - LEVEL A	FILE CLERK	MAIL CLERK	SHIPPING/RECEIVING CLERK	PURCHASING CLERK	PAYROLL CLERK	CASHIER	SECRETARY - LEVEL B	SECRETARY - LEVEL A	EXECUTIVE SECRETARY/ ADMINISTRATIVE ASST.	LEGAL SECRETARY	SWITCHBOARD OPERATOR/RECEPTIONIST	CLERK TYPIST	CUSTOMER SERVICE REPRESENTATIVE	PHOTOCOPY MACHINE OPERATOR
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T

Phoenix, AZ

MS. P. O'NEAL
KURTA CORP.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	276	313	242	308	216	251	190	202	382	277	297	254	288	309	387	332	228	214	288	233
FIRST QUARTILE	241	281	221	271	191	231	163	173	241	261	241	231	251	271	316	316	201	211	261	191
MEDIAN	261	291	241	281	211	251	178	191	476	271	281	251	281	291	388	338	221	211	281	241
THIRD QUARTILE	291	338	261	316	231	271	201	231	476	281	338	271	316	338	426	363	251	221	316	251
NO. COMPANIES	19	12	23	28	22	24	14	19	15	12	16	7	19	29	27	7	36	14	18	10
NO. EMPLOYEES	72	31	109	171	308	205	32	49	57	28	44	201	310	372	97	75	54	73	328	17

Portland, OR

M. K. HERTZ
ARTHUR ANDERSEN & CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	265	317	292	300	227	246	204	224	296	282	325		283	310	350	-	263	272	275	-
FIRST QUARTILE	221	281	231	261	191	221	168	191	241	261	271		251	271	316	-	221	231	241	-
MEDIAN	261	291	271	291	221	241	201	211	316	271	301		281	316	338	-	251	251	261	-
THIRD QUARTILE	291	338	338	338	251	271	231	241	338	301	363	-	316	338	388	-	301	291	281	-
NO. COMPANIES	24	12	30	33	27	30	16	20	18	14	25	-	25	30	33		37	17	17	-
NO. EMPLOYEES	77	20	141	130	327	536	86	64	34	26	46		297	348	102		75	143	194	-

Pueblo, CO

MS. J. L. ALCON
WEICKER MOVING & STORAGE CO.

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	-	-	-	315	-							271	230	290		-		305	432	-
FIRST QUARTILE	-	-	-	241	-							221	191	221				191	363	
MEDIAN	-	-	-	363	-	-	-					251	231	231	-	-	-	338	476	
THIRD QUARTILE	-	-	-	388	-	-	-	-	-			338	261	388	-	-	-	426	476	-
NO. COMPANIES	-	-	-	8	-	-						5	4	3		-		5	3	
NO. EMPLOYEES	-	-	-	12	-	-						29	15	10				15	42	

Sacramento, CA

R. HISELEY
CALIF. VISION SERVICE PLAN

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	296	298	261	295	220	322	317	242	330	281	327	219	295	337	368		279	284	422	325
FIRST QUARTILE	251	271	231	261	191	231	211	191	211	231	271	179	231	301	338		211	231	426	211
MEDIAN	291	281	251	291	201	291	363	211	261	261	316	201	281	316	363		291	291	476	363
THIRD QUARTILE	338	316	291	316	241	426	388	251	501	338	363	221	316	388	426	-	316	301	501	426
NO. COMPANIES	13	12	13	14	9	14	6	8	6	8	9	4	11	16	19	-	17	9	5	6
NO. EMPLOYEES	29	21	89	48	44	135	91	13	33	12	15	70	57	70	43	-	39	123	134	11

Salem Area, OR

MS. S. DAGG-STOVER
STATE FARM INS. COMPANIES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	256	259	248	293	207	234	208	235	275	233	-	-	214	252	320	-	234	210	280	232
FIRST QUARTILE	251	251	231	261	191	221	191	221	241	221	-	-	191	231	251	-	211	191	191	221
MEDIAN	251	251	251	281	201	231	211	231	271	231	-	-	211	241	338	-	241	211	241	231
THIRD QUARTILE	261	261	261	316	221	251	221	241	316	241	-	-	231	251	338	-	251	221	426	241
NO. COMPANIES	14	9	17	14	9	14	8	8	9	12	-	-	12	13	17	-	17	8	12	4
NO. EMPLOYEES	148	124	131	48	1373	1159	1430	145	18	1047	-	-	1457	610	101	-	48	1411	114	1039

San Francisco, CA

MS. N. WILLIAMS
NANCY A. WILLIAMS ASSOCIATES

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	368	416	324	374	280	325	231	257		-	386	-	337	393	409	439	289	259	405	-
FIRST QUARTILE	301	363	281	338	241	291	191	221	-	-	363	-	301	338	363	426	251	231	388	-
MEDIAN	338	426	316	363	271	316	221	251	-	-	388	-	338	388	426	426	281	271	426	-
THIRD QUARTILE	426	476	363	426	301	338	251	281	-	-	501	-	388	426	476	476	316	281	426	-
NO. COMPANIES	15	10	18	25	16	21	14	19		-	11	-	19	18	25	6	24	15	15	-
NO. EMPLOYEES	58	24	70	93	190	110	52	72	-	-	14	-	89	114	66	139	37	57	291	-

San Jose, CA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															W. STONECYPHER SAN JOSE CHAPTER			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	379	456	303	359	280	354	262	326	298	340	376	380	344	405	428	388	264	344	375	454
FIRST QUARTILE	338	476	271	316	241	271	201	241	261	281	301	338	301	338	388	363	231	338	363	426
MEDIAN	363	476	316	363	291	338	211	316	301	316	363	363	363	426	426	426	261	338	363	476
THIRD QUARTILE	426	476	316	388	291	426	338	388	338	388	476	426	363	476	476	426	281	363	426	476
NO. COMPANIES	13	12	25	26	18	22	13	22	21	18	21	5	26	26	26	7	26	14	9	6
NO. EMPLOYEES	87	83	178	287	196	197	30	63	108	42	46	21	219	611	180	31	55	1001	39	68

Seattle, WA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															R. SHEPARD TRAVELERS INS. CO.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	288	337	268	309	241	269	206	230	298	294	304	222	273	325	389	-	245	215	280	259
FIRST QUARTILE	261	316	231	281	211	211	175	191	211	241	271	201	251	301	338	-	221	201	241	231
MEDIAN	281	338	271	301	241	261	201	221	241	316	281	211	271	316	388	-	241	211	221	231
THIRD QUARTILE	316	363	291	338	271	316	231	271	388	338	338	231	301	363	426	-	281	231	316	281
NO. COMPANIES	30	20	32	41	21	27	19	21	17	14	19	4	24	34	40	-	43	12	14	7
NO. EMPLOYEES	96	28	104	122	198	201	129	55	35	15	32	55	102	248	192	-	66	56	105	10

Spokane, WA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															MS. K. BANKS ABADAN INC.			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	228	-	226	251	194	225	-	-	-	-	-	-	218	260	300	-	-	-	-	-
FIRST QUARTILE	201	-	211	221	173	201	-	-	-	-	-	-	191	221	261	-	-	-	-	-
MEDIAN	201	-	221	241	191	221	-	-	-	-	-	-	221	271	281	-	-	-	-	-
THIRD QUARTILE	261	-	241	261	211	231	-	-	-	-	-	-	231	301	338	-	-	-	-	-
NO. COMPANIES	5	-	10	10	7	9	-	-	-	-	-	-	4	8	9	-	-	-	-	-
NO. EMPLOYEES	14	-	29	31	30	71	-	-	-	-	-	-	49	54	34	-	-	-	-	-

Stockton, CA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															J. R. SALMON BUSINESS MACHINE SPECIALISTS			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	281	315	261	303	235	266	207	195	249	262	304	216	280	325	305	354	235	223	310	-
FIRST QUARTILE	251	231	221	261	211	241	173	173	221	231	261	201	261	291	316	316	191	201	271	-
MEDIAN	291	316	261	281	221	261	211	183	241	251	291	211	281	338	388	330	221	221	301	-
THIRD QUARTILE	316	363	291	338	271	291	231	211	281	271	316	221	301	338	426	398	281	241	338	-
NO. COMPANIES	9	5	23	23	20	17	10	8	9	13	11	10	13	16	22	3	17	4	9	-
NO. EMPLOYEES	44	11	89	88	101	141	49	19	23	26	19	272	150	154	80	12	25	49	41	-

Tacoma, WA

TOTAL ALL TYPES OF BUSINESS	JOB CATEGORY															MS. D. MORAN ROMAN MEAL COMPANY			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
AVERAGE	288	-	335	318	250	314	-	-	-	-	324	-	350	385	383	-	276	291	343	-
FIRST QUARTILE	241	-	211	261	221	301	-	-	-	-	281	-	316	301	316	-	241	271	271	-
MEDIAN	271	-	426	316	241	338	-	-	-	-	338	-	388	388	426	-	291	291	338	-
THIRD QUARTILE	338	-	426	363	281	338	-	-	-	-	363	-	388	476	426	-	301	338	426	-
NO. COMPANIES	4	-	6	6	5	6	-	-	-	-	6	-	6	7	9	-	7	4	5	-
NO. EMPLOYEES	16	-	29	17	29	156	-	-	-	-	10	-	32	39	15	-	18	21	58	-

Chapter Salary Surveys

Conducted on Different Dates than the AMS Survey

TORONTO, ON — **Rates Effective September, 1983** — **Toronto Chapter, AMS Toronto Board of Trade**

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Average	325	360	–	–	270	376	266	243	–	–	342	–	333	384	–	–	284	274	–	–
First Quartile	300	330	–	–	235	330	220	210	–	–	330	–	300	350	–	–	270	245	–	–
Median	330	360	–	–	275	380	265	235	–	–	350	–	330	380	–	–	290	275	–	–
Third Quartile	350	380	–	–	300	410	310	270	–	–	360	–	370	420	–	–	300	310	–	–
No. Companies	282	117	–	–	532	692	264	383	–	–	443	–	524	745	–	–	730	244	–	–
No. Employees	1,430	192	–	–	5,397	8,168	1,434	1,005	–	–	2,081	–	4,907	4,881	–	–	2,168	1,648	–	–

MONTREAL, PQ — **Rates Effective October, 1983** — **Montreal Chapter, AMS Montreal Board of Trade**

Job Category	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Average	–	326	–	426	277	375	–	–	–	–	380	–	346	368	416	–	387	272	–	–
First Quartile	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Median	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Third Quartile	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
No. Companies	–	31	–	78	76	204	–	–	–	–	64	–	83	85	76	–	60	86	–	–
No. Employees	–	118	–	176	904	5,878	–	–	–	–	127	–	867	593	247	–	211	462	–	–

1984-85 Office Salary Survey Conversion Chart

WEEKLY	BI-WEEKLY	SEMI-MONTHLY	MONTHLY	ANNUALLY
UNDER 135	UNDER 270	UNDER 293	UNDER 585	UNDER 7,020
136 - 140	272 - 280	295 - 303	589 - 607	7,072 - 7,280
141 - 145	282 - 290	306 - 314	611 - 628	7,332 - 7,540
146 - 150	292 - 300	316 - 325	633 - 650	7,592 - 7,800
151 - 155	302 - 310	327 - 336	654 - 672	7,852 - 8,060
156 - 160	312 - 320	338 - 345	676 - 693	8,112 - 8,320
161 - 165	322 - 330	349 - 358	698 - 715	8,372 - 8,580
166 - 170	332 - 340	360 - 368	719 - 737	8,632 - 8,840
171 - 175	342 - 350	371 - 379	741 - 758	8,892 - 9,100
176 - 180	352 - 360	381 - 390	763 - 780	9,152 - 9,360
181 - 185	362 - 370	392 - 401	784 - 802	9,412 - 9,620
186 - 190	372 - 380	403 - 412	806 - 823	9,672 - 9,880
191 - 195	382 - 390	414 - 423	828 - 845	9,932 - 10,140
196 - 205	392 - 410	425 - 444	849 - 888	10,192 - 10,660
206 - 215	412 - 430	446 - 466	893 - 932	10,712 - 11,180
216 - 225	432 - 450	468 - 488	936 - 975	11,232 - 11,700
226 - 235	452 - 470	490 - 509	979 - 1,018	11,752 - 12,220
236 - 245	472 - 490	511 - 531	1,023 - 1,062	12,272 - 12,740
246 - 255	492 - 510	533 - 553	1,066 - 1,105	12,792 - 13,260
256 - 265	512 - 530	555 - 574	1,109 - 1,148	13,312 - 13,780
266 - 275	532 - 550	576 - 596	1,153 - 1,192	13,832 - 14,300
276 - 285	552 - 570	598 - 618	1,196 - 1,235	14,352 - 14,820
286 - 295	572 - 590	620 - 639	1,239 - 1,278	14,872 - 15,340
296 - 305	592 - 610	641 - 661	1,283 - 1,322	15,392 - 15,860
306 - 325	612 - 650	663 - 704	1,326 - 1,408	15,912 - 16,900
326 - 350	652 - 700	706 - 758	1,413 - 1,517	16,952 - 18,200
351 - 375	702 - 750	761 - 813	1,521 - 1,625	18,252 - 19,500
376 - 400	752 - 800	815 - 867	1,629 - 1,733	19,552 - 20,800
401 - 450	802 - 900	869 - 975	1,738 - 1,950	20,852 - 23,400
451 - 500	902 - 1,000	977 - 1,083	1,954 - 2,167	23,452 - 26,000
501 & OVER	1,002 & OVER	1,086 & OVER	2,171 & OVER	26,052 & OVER

Other AMS salary surveys to help you keep the lid on turnover

As you well know, hiring and training new employees is a costly operation that often represents double or triple the cost of regular pay raises to existing employees. By keeping turnover low, you can increase your firm's profits in both time and dollars.

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- **Systems and Processing Salaries Report** — presents annual base compensation for 20 key exempt and non-exempt positions in the data processing field. It reports on 60,218 employees in over 3,000 companies in 108 major cities throughout the United States and Canada. The report also presents information on job descriptions, recruiting, training, compensation and benefits. *Price: $100 ($60 to AMS members.)*

- **Guide to Management Compensation** — presents annual base compensation for 20 carefully selected mid-level management positions. Fifteen are general administrative positions and five are plant or factory related. Additional information is provided on up-to-date personnel policies and benefit practices. Data is given on hours of work, paid holidays and vacations, and policies on payment of group life insurance, hospitalization, major medical, optical care, legal services and other benefits. *Price: $100 ($60 to AMS members)*

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